

NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
October 7, 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, Stephen Petterle, and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre. Director Rick Fraites was absent.

CSW Stuber-Stroeh Employees Al Cornwall and Don Curry, District employees Robert Clark (Operations/Maintenance Superintendent), Tony Arendell (Construction/Maintenance Superintendent) and Pablo Ramudo (Water Quality Supervisor) 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: Directors Baker, Petterle, Schoonover, Rodoni

NOES: None

ABSTAIN: None

ABSENT: Director Fraites

GENERAL MANAGER'S REPORT

Stafford Lake Park Master Plan

Mr. DeGabriele informed the Board that he and Robert Clark participated in the Stafford Lake Park Master Plan scoping meeting on September 23rd and provided the District's concerns and ideas to the County and will continue to stay involved in the plan. He noted that the community will have an opportunity to make comments on October 15th at 7pm at the Margaret Todd Center.

President Rodoni requested that Mr. DeGabriele bring more information back to the Board about the scoping session so the Board could get a better understanding of the boundaries of the park.

Friends of the San Francisco Bay Estuary

Mr. DeGabriele informed the Board that he attended the Friends of the San Francisco Bay Estuary Conference on September 24th regarding the advocacy for fresh water flows in the San Francisco Bay Delta. He advised the Board that he would bring back the Resolutions drafted by Directors Petterle and Fraites to the October 21st meeting along with his recommendations.

Marin Conservation League

Mr. DeGabriele advised the Board that last Friday he attended the Marin Conservation League Breakfast and that the District was asked to co-sponsor the event with Marin Municipal Water District. He stated that the meeting had two speakers debating opposing viewpoints on the Water Bond Proposition 1 for the November 4th ballot. He noted that it was a good debate and nice to hear the arguments by both speakers.

Mr. DeGabriele informed the Board that it is likely the District will receive pressure from ACWA about taking a position on the Water Bond and that he had spoken with members at the TAC meeting and none of the other water contractors have yet taken a position.

Santa Rosa Plain Groundwater Management Plan

Mr. DeGabriele informed the Board that Sonoma County Water Agency and the County of Sonoma adopted the Santa Rosa Plain Groundwater Management Plan that has been in the process for three years.

Groundwater Legislation

Mr. DeGabriele informed the Board that Director Baker requested information about the recent groundwater legislation signed by the Governor. Mr. DeGabriele advised the Board that he feels it would be more beneficial to have someone from Sonoma County Water Agency come talk to the Board about the legislation and the Santa Rosa Groundwater Management Plan.

Out of the Office

Mr. DeGabriele advised the Board that he will be out of the office for the rest of the week attending the Water Smart Innovations 2014 Conference and Drew McIntyre will be acting General Manager in his absence.

OPEN TIME

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

David Bentley provided the Board with statistics about the Palace Market leak in West Marin. He stated that they had another major leak of 1.1MG and received a bill over \$12,000 last month and will receive a \$14,000 bill this week. He stated that the District has provided Palace Market with a \$5,900 bill adjustment for the first leak, and it is likely they will request an additional adjustment for the second leak. When they do, we will ask them to attend a Board meeting to discuss this directly with the Board.

Director Baker stated that he was surprised Palace Market didn't check for more leaks. Mr. Bentley stated that they patched the original leak but should have had the private service line replaced.

Robert Clark stated that the ground is so dry in West Marin and the ground soaks up any water which makes it difficult to find a leak. He stated that without the Palace Market leak and other service leaks, there is an estimated 20-30% reduction from the previous year and that the customers are doing a great job conserving.

President Rodoni asked if during the drought periods the meters could be read more often, that way leaks would be caught sooner. Director Schoonover suggested doing a study on the cost of reading more meters in order to detect leaks faster.

CONSENT CALENDAR

On motion of Director Petterle, seconded by Director Schoonover and unanimously carried by those present, the following items were approved on the Consent Calendar:

AYES: Directors Baker, Petterle, Schoonover, Rodoni

NOES: None

ABSTAIN: None

ABSENT: Director Fraites

SALARY SCHEDULE REVISION

The Board approved the updated District Salary Schedule to be effective October 1, 2014 for a salary increase of 4.30% The CPI increase for the 12 month period ending August 31st is at 2.96%. In accordance with the Memorandum of Understanding, employees will receive a cost of living adjustment effective October 1, 2014, equal to the percentage change in the CPI-U San

Francisco Bay Area less 0.3%. In addition, effective October 1, 2014, employees will receive a 1.6% salary increase as an offset to the additional 1.6% employees will commence contributing October 1 toward the cost of CalPERS retirement benefits. The total salary increase effective October 1, 2014, is 4.30%.

APPROVAL FOR OUT-OF-STATE TRAVEL TO ATTEND WATER SMART INNOVATIONS 2014 CONFERENCE

The Board approved out-of-state travel for the General Manager to attend the Water Smart Innovations 2014 Conference in Las Vegas, NV on October 8-10, 2014. The Sonoma-Marín Saving Water Partnership received an EPA WaterSense Award and Mr. DeGabriele has been requested to attend the conference on behalf of the Sonoma-Marín Saving Water Partnership.

RENEWAL GRAZING LEASES – GROSSI & LEVERONI

The Board approved the renewal of the grazing lease agreements with George Grossi (2 parcels totaling 119 acres) and David & Robert Leveroni (1 parcel totaling 27 acres). The only changes to the agreements are the annual rent amount and the dates.

AMENDMENT TO WATER SERVICE AGREEMENT – SHELL GAS STATION – 2085 NOVATO BLVD.

The Shell Gas Station – 2085 Novato Blvd project consists of demolition of the existing convenience store and construction of a new enlarged 2,520 sq. ft. convenience store with a 700 sq. ft. upstairs office in a slightly different building foot print. The Board previously approved a water service agreement and the applicant recently made a request to the Fire Marshall to eliminate the previously approved new fire hydrant since there is an existing hydrant in close proximity to the project. The Fire Marshall approved this request. The applicant is also requesting that the exiting service continue to be used for irrigation and the new domestic service be downsized to a 1-inch size. The amended agreement will include installation of 10 feet of 6-inch steel main, a 6-inch fire service with 5/8-inch bypass meter and a one 1-inch domestic service. The Board approved authorization of this amended agreement.

ACTION CALENDAR

COMMUTER BENEFIT PROGRAM

David Bentley explained to the Board about the recent state law which requires employers adopt a Commuter Benefits Program and make it available to all employees effective October 1, 2014. He stated that the program allows for employees to avoid taxes on up to \$1,560 a year, a savings of \$500 or more depending on their tax situation. He informed the Board that currently there are three employees commuting via public transit and that employees desiring to enroll will submit

an order form to payroll indicating the monthly amount on their transit fare and that amount will be deducted from their paycheck on pre-tax basis and added to their Clipper Card.

On motion of Director Baker, seconded by Director Schoonover and approved by the following vote, the Board approved allowing employees to exclude transit fare from taxable income up to \$130/month.

AYES: Directors Baker, Petterle, Schoonover, Rodoni

NOES: None

ABSTAIN: None

ABSENT: Director Fraites

THIRD PARTY LABOR COMPLIANCE INSPECTION FOR ATHERTON TANK REHABILITATION PROJECT – CONTRACTOR COMPLIANCE MONITORING, INC.

Drew McIntyre reminded the Board that they approved the contract award to Blastco, Inc. at the August 19, 2014 Board meeting for the Atherton Tank Rehabilitation Project. He advised the Board that there was discussion about having a contract with a labor compliance company and the District solicited Request for Proposals from two firms experienced with labor compliance monitoring. He noted that both firm's submitted proposals and the District decided to use Contractor Compliance Monitoring, Inc. with a proposal of \$19,500. Mr. McIntyre informed the Board that Director Petterle recommended the company as the County has had work completed by them previously.

On motion of Director Petterle, seconded by Director Baker and approved by the following vote, the Board authorized the General Manager to execute an agreement with Contractor Compliance & Monitoring, Inc.

AYES: Directors Baker, Petterle, Schoonover, Rodoni

NOES: None

ABSTAIN: None

ABSENT: Director Fraites

CSW/STUBER-STROEH CONTRACT AMENDMENT MARIN SONOMA NARROWS/AEEP PROJECT

Mr. McIntyre reminded the Board that CSW/Stuber-Stroeh has been performing the design services for the Aqueduct Energy Efficiency Project and there have been various amendments throughout the project. He stated that at the April 15th meeting there was an amendment for

\$132,048 in out of scope services. He noted that the new amendment requests \$108,500 for work performed on previously authorized services and \$100,933 in new out of scope services, for a total amount of \$209,433. Mr. McIntyre advised the Board that approximately 74% of the amendment will be billed to Caltrans for reimbursement. He provided the Board with a chart that broke down all of the different tasks and percentages of reimbursement from Caltrans.

Director Baker asked about the relationship with Caltrans and asked about the billing and bookkeeping. Mr. McIntyre responded that the first half of the year started out slow but there have been no past due invoices to date.

Al Cornwell stated that he really appreciates working with the District.

On motion of Director Petterle, seconded by Director Schoonover and approved by the following vote, the Board authorized the General Manager to execute a contract amendment with CSW/Stuber-Stroeh in the amount of \$209,433 plus contingency of \$25,000 for additional design services related to the MSN and Aqueduct Energy Efficiency Project.

AYES: Directors Baker, Petterle, Schoonover, Rodoni

NOES: None

ABSTAIN: None

ABSENT: Director Fraites

INFORMATION ITEMS

LEAD AND COPPER RULE COMPLIANCE IN THE WEST MARIN WATER SYSTEM

Pablo Ramudo advised the Board that due to the exceedence of the action level for lead during the last routine lead and copper monitoring cycle in July 2014, the California State Water Resources Control Board (SWRCB), Division of Drinking Water is requiring the District to complete a number of steps for compliance with the lead and copper rule in West Marin. Mr. Ramudo provided the Board with the five steps which include: notifying the consumer of the lead and copper monitoring, lead public education, performance of additional monitoring for two consecutive quarters beginning in September, lead and copper monitoring in 2015 and a corrosion control study. He stated that a letter will be sent to each West Marin customer as a bill insert on October 9th educating the consumers about lead in drinking water and how to reduce lead intake from all sources.

Mr. Ramudo stated that the District was given an option of conducting a corrosion control study and to submit the results of the study along with a recommendation of a treatment method that will limit corrosion.

Mr. Ramudo stated that the SWRCB has specific dates for each step to be completed and that the entire process should be completed by February 29, 2016. He advised the Board that the cost of compliance in FY14/15 will comprise mostly of lab testing, coordination with customers for sample collection, and outreach for public information. He noted that the amount will be approximately \$5,500 in staff time and there may be additional staff time required based on the District's customer response to the public education letter.

President Rodoni read an email from a West Marin customer stating that he spoke with laboratory chemist, Marc Reischmann, who was a terrific, helpful, young man and would be in touch regarding the lead and copper sampling.

LOCKBOX SERVICE UPDATE

David Bentley updated the Board on the lockbox service the District has had for over a year. He reminded the Board that a year ago the Board approved US Bank to provide a lockbox and that customer's checks would be mailed to a PO BOX. He provided the Board with a chart that contained information on different methods of payment. He noted that he was surprised that over 400 customers still drop off their payments at the District office each month. Mr. Bentley informed the Board that the District will be adding automatic payment service using credit cards for customers.

TAC MEETING – OCTOBER 6, 2014

Mr. DeGabriele provided the Board with a summary of the October 6, 2014 Technical Advisory Committee Meeting. He stated that Lake Mendocino holds just under 30,000AF at 28% capacity and Lake Sonoma holds 146,000AF at 60% capacity. Mr. DeGabriele informed the Board that PG&E has filed a variance from their flow responsibilities to repair the penstock stoppage valves and that it's expected that flows through the Potter Valley Project will be reduced from November 1st through March 15th.

Director Baker asked if PG&E would be completely shut off or just reduced. Mr. DeGabriele stated that PG&E would be turned off but will continue minimal diversions just not through the power plant.

Mr. DeGabriele informed the Board that there is a big push from the general public requesting the Water Contractors disclose water production data. He stated that he met with the TAC Ad Hoc committee and they agreed to disclose the information to the public. He noted that the data will be collected, consolidated and tabulated as a group for the public.

NBWA MEETING – OCTOBER 3, 2014

Director Baker advised the Board that he attended the North Bay Watershed Association Meeting on October 3rd for Director Fraithe. He stated that there were two primary speakers, Chuck

Weir from the North Bay Water Reuse Authority, who gave a presentation on what is happening and where the NBWRA is going in the future and Bob Dickinson regarding climate change issues.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, Salinity Notices (9/18 & 9/23), and Letter to Marin County Parks.

The Board received the following news articles: Changes to water releases from Lake Mendocino helping, Big thumbs up for Warm Springs Dam, Marin Voice: California needs Prop. 1 water bond, 1964: NMWD decides on S.F. architects, A watershed's perspective on changes on the horizon, First phase of Dry Creek makeover nears completion, and Humboldt water district mulls trans-county pipeline.

The Board received the following miscellaneous items at the meeting: TAC Meeting Notes – October 6, 2014 and Salinity Notice (9/30).

CLOSED SESSION

President Rodoni adjourned the Board into closed session at 8:14 p.m. for an Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9: One case: (San Francisco Regional Water Quality Control Board - Administrative Civil Liability Complaint R2-2014-1024) and a closed session regarding a Conference with Real Property Negotiators as allowed under Government Code 54956.8. Property: Recycled Water Agreement between North Marin Water District and Marin Country Club; District Negotiators: General Manager, Chief Engineer, and Counsel; Negotiating Party: Marin Country Club; Under Negotiation: Price and Terms.

OPEN SESSION

Upon returning to regular session at 8:48 p.m., President Rodoni stated that during the closed session the Board had discussed the issues, provided direction to staff and that no reportable action had been taken.

ADJOURNMENT

President Rodoni adjourned the meeting at 8:49 p.m.

Submitted by



Katie Young
District Secretary