

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 21, 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, James Grossi, Michael Joly, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Katie Young, Chief Engineer Rocky Vogler and Auditor-Controller David Bentley.

Novato resident Brigid Flagerman, District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES

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

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

GENERAL MANAGER'S REPORT

Dry Creek Habitat Tour

Mr. McIntyre informed the Board that he and Director Baker were scheduled to attend the Dry Creek Habitat Tour last week but it was cancelled due to weather and will be rescheduled to sometime next spring.

CalTrans meeting regarding Lagunitas Creek Bridge

Mr. McIntyre advised the Board that next week he will be attending a meeting related to the Lagunitas Creek Bridge, also known as the Green Bridge, with CalTrans regarding the replacement of the bridge. He stated that staff's main focus is the waterline that is supported off the bridge and what is required for relocation at the District expense.

Auditor-Controller position update

Mr. McIntyre advised the Board that he and Mr. Bentley will be having a phone interview tomorrow with the top two candidates provided by the outside recruiting firm Ralph Anderson &

Associates. He noted that he hopes to have candidate interviews with the Board at the next meeting depending on the outcome of the initial interview.

Next Board Meeting

Mr. McIntyre reminded the Board that at the next Board meeting there will be a reorganization of the Board where the Board establishes meeting times and he noted that there has been discussion about changing the 7pm start time to an earlier time. He noted that if this were to occur it would need to be voted on at the December 5th meeting. Mr. McIntyre mentioned that Novato Sanitary District starts their meetings at 5:30pm and MMWD starts theirs at 7:30 p.m.

Director Baker requested Mr. McIntyre provide the Board with board meeting start times for agencies around the Bay Area at the next Board meeting.

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 items were discussed:

Ms. Young informed the Board that the District Holiday Party is scheduled for 6pm Saturday, January 6th at the Hopmonk Tavern.

Director Fraites inquired about the several posts on social media last week regarding chlorine/discoloration in the water. Mr. McIntyre responded that those posts may have been related to the Center Road project.

Director Joly asked if staff has access to the social media sites. Ms. Young responded that she and Water Conservation Coordinator, Ryan Grisso have access and monitor all social media posts related to the District.

Director Grossi will be absent next Board meeting on December 6th.

MONTHLY PROGRESS

Mr. McIntyre provided the Board with the Monthly Progress Report for October. He stated that water production was up in all service areas compared to one year ago and that rainfall totals for the month of October were only 1.5" compared to 4" last year. He informed the Board that Stafford Lake storage is at 500MG and that the Oceana Marin storage pond has a high freeboard for good storage capacity going into the winter. He noted that there have been 117 days through

October without a loss time accident and the Summary of Complaints and Service Orders were tracking similar to last year.

Director Baker requested for an update on the polybutelene replacements and requested for staff to provide a history of this for the new directors.

Mr. Bentley provided the Monthly Report of Investments, advising that the District ended October with \$14.1M in cash investments and that the average weighed portfolio was 1.08%.

CONSENT CALENDAR

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

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

RENEWAL OF HORIZON CATV LEASE

The Board approved the renewal of the Horizon CATV Lease.

PROPOSED REVISION TO DISTRICT SECRETARY JOB DESCRIPTION

The Board approved the proposed revisions to the District Secretary position.

Director Joly opined that the District Secretary job is extremely well done and Director Fraites seconded his opinion.

ACTION CALENDAR

REQUEST FOR ADDITIONAL BILL ADJUSTMENT – 1910 BENTON LANE

Mr. Bentley advised the Board that Mr. Casanovas at 1910 Benton Lane was charged over \$2200 on his last bill. He stated that he requested a bill adjustment and staff denied the adjustment due to a bill adjustment given back in October 2016 for a pool leak. He informed the Board that in the letter sent to the Board requesting an additional bill adjustment, Mr. Casanovas asked the Board for a special consideration on the adjustment due to a brush fire near his property in which he had to run his sprinklers and hose all night to protect his house. Mr. Bentley provided the Board with three options: 1) eliminating the tiered surcharges, 2) eliminate the top tier surcharges, 3) no additional bill adjustment. Mr. Bentley recommended no additional bill adjustment as to follow the Board policy.

Director Joly asked if he received consultation on better water management. Mr. McIntyre advised that with a bill adjustment a Water Smart Home Survey is conducted and Mr. Bentley stated that Mr. Grisso (Water Conservation Coordinator) reaches out to hill bill customers.

On motion of Director Baker, seconded by Director Grossi, the Board approved staff's recommendation providing no additional bill adjustment by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

SAN MATEO TANK REHABILITATION PROJECT – APPROVE CONSTRUCTION SCOPE INCREASE

Mr. Vogler reminded the Board that at the August 15, 2017 meeting, the Board approved contract award to Farr Construction for \$1,725,400 for the San Mateo Tank Rehabilitation Project. He noted that the Board also approval a construction contingency of \$90,000. He advised the Board that the rehabilitation is underway and the tank exterior that was known to contain lead paint has been removed and abated, and the exterior surface prime coated. Mr. Vogler informed the Board that the contractor discovered during sample testing that the interior tank ceiling also contains lead paint. He noted that District staff performed its own sample testing and confirmed the contractor's finding. He stated that the contractor's original change order estimate to remove and abate the interior lead paint was \$259,267. Mr. Vogler advised the Board that staff has negotiated a revised lump sum cost of \$177,455 for the aforementioned additional scope.

There was a lengthy discussion about the cost increase of the project.

On motion of Director Grossi, seconded by Director Fraites, the Board approved Board a construction scope increase from \$1,725,400 to \$1,905,400 and retain \$90,000 contingency by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

CONSULTING SERVICES AGREEMENT WITH RAUCH COMMUNICATION CONSULTANTS – 2018 STRATEGIC (LONG-RANGE) PLAN DEVELOPMENT

Mr. McIntyre reminded the Board that every two years, staff schedules a long-range planning workshop with the Board. He stated that an outside facilitator, Rauch Communications, conducted these workshops back in the early 2000's and believes this year would be a good time for Rauch to conduct the workshops. He noted that there would be interviews with Board members, two strategic planning workshops and a final presentation to the Board. He provided the Board with a tentative schedule and asked that they inform him if the dates would work.

Director Joly asked if there was any documentation on the previous workshops so that he may familiarize himself with them. He also asked if the interviews were individually performed. Mr. McIntyre responded yes.

Director Fraites opined that Rauch Communications did a great job in the past and he is fully supportive of the contract.

Director Petterle stated that he believes the workshop and outside facilitator is important and advised that he is available for all of the possible dates.

Mr. McIntyre advised that there will be two all day workshops on February 13 and 27th and a presentation to the Board at the regular scheduled meeting on April 3rd.

On motion of Director Joly, seconded by Director Fraites, the Board Authorize the General Manager to execute an agreement with Rauch Communication Consultants for an amount not to exceed \$18,000 with a \$1,000 contingency by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly, and Petterle

NOES: None

INFORMATION ITEMS

OPERATIONS/MAINTENANCE – FIRST QUARTER 2017/18 UPDATE

Mr. Clark provided the Board with the first quarter summary of the Operations/Maintenance Department. He stated that the construction and maintenance departments received their annual hearing tests and that there were no OSHA recordable results. He stated that he has made inspections at constructions sites and noticed that the crews have been doing a great job wearing their safety glasses, hard hats and hearing protection.

Mr. Clark advised the Board that cameras were installed at the Stafford Lake dam for remote dam monitoring.

Director Baker asked at what perspectives can be seen from the cameras. Mr. Clark responded that there is a camera in the middle of the dam that can pan across the dam, one on the light pole in front of the treatment plant, one at the bottom of the dam and another at the top of the spill way.

Director Grossi asked the capacity of the camera. Mr. Clark responded that the camera will store over 45 days' worth of videos.

Mr. Clark advised the Board that in the Maintenance/Operations department there has been a lot of movement with three retirements in the future, two transfers and hiring new staff.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements.

The Board received the following news articles: Marin IJ Editorial: San Rafael should take the initiative, Stanford Study Probes Psychological Resistance to Recycled Water, Inverness water rate hike will fund new tanks, \$4 Billion California Bond Will Help with Droughts and Floods, Coastal Commission denies Lawson's Landing revamp at Dillon Beach, Editorial: Novato flood tax's drubbing sends message.

The Board also received the following miscellaneous item at the meeting: NBWRA agenda.

ADJOURNMENT

President Petterle adjourned the meeting at 8:04 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