

**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
December 5, 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, District Secretary Katie Young, Chief Engineer Rocky Vogler and Auditor-Controller David Bentley. Director James Grossi was absent.

District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

**REORGANIZATION OF BOARD**

**Election of President**

On motion of Director Baker, seconded by Director Joly the Board elected Director Fraites as President of the Board for the ensuing year by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

**Election of Vice-President**

On motion of Director Petterle, seconded by Director Joly, Director Baker was elected Vice-President of the Board for the ensuing year by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

**Establishment of Meeting Times and Place**

President Fraites asked if any Directors had comments on changing the meeting start time.

Director Petterle stated that when the District decided to move the time to 7pm there was no change in public attendance. He suggested that the Board meet at 4pm as it is a hardship on staff to start meetings so late.

Director Baker stated he would be opposed to meeting at 4pm but is open to changing the Board meetings to an earlier time.

Director Joly opined that before becoming a Director he found it difficult to attend other meetings in town such as the school board meeting or city council meeting because they were scheduled at the same time as the water districts meeting. He feels that staff should not have to give up their evenings to attend a meeting and believes 6pm might be a good compromise.

Director Baker stated that the decision should be made when Director Grossi returns at the next Board meeting.

Director Petterle reminded the Directors and staff that Novato Sanitary District meets at 5:30pm and Las Gallinas Valley Sanitary District meeting start at 3:30pm. He stated that one thing he would request should the meetings be moved to an earlier time is that he would like more staff participation in the meetings.

Mr. McIntyre reminded the Directors that the Board room is also the lunchroom and walkway path from the Administration side to the Engineering side so conducting a meeting during business hours might get too disruptive.

Director Petterle asked what time would not be disruptive. Mr. McIntyre responded 5:30 p.m.

There was a lengthy discussion with staff opinions on the start time of the Board meeting.

Director Petterle made a motion to start the District Board meetings at 5:30 p.m., seeing no second the motion failed.

President Fraites expressed his concern about the public and that he does not want to exclude their attendance.

On motion of Director Joly, seconded by Director Baker, the Board approved a continuation of the Establishment of Meeting Times and Place until the December 19<sup>th</sup> meeting when all Directors would be present by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

Establishes the Manner of Calling Special Meetings

On motion of Director Baker, seconded by Director Joly, the Board approved special meetings of the Board to be held as provided in Section 54956 of the Government Code by the following vote:

AYES: Director Baker, Fraités, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

Appointment of District Officers

On motion of Director Baker, seconded by Director Joly, the following District officers were appointed for the ensuing year: Drew McIntyre, General Manager; Katie Young, District Secretary; David L. Bentley, Auditor-Controller; and Rocky Vogler, Chief Engineer by the following vote:

AYES: Director Baker, Fraités, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

Confirm Board Meeting Schedule for 2018

On motion of Director Baker, seconded by Director Joly, the Board accepted the proposed meeting schedule for the 2018 calendar year with the understanding that the calendar may be adjusted as needed by the following vote:

AYES: Director Baker, Fraités, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

Committee Appointments

President Fraités stated that he will take committee appointments into consideration and will return to the Board with his recommendations at a future meeting.

Mrs. Young requested that the President announce the final committee appointments at a future meeting.

### **MINUTES**

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

AYES: Director Baker, Fraitas, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

### **GENERAL MANAGER'S REPORT**

#### **Meeting Updates**

Mr. McIntyre informed the Board that he attended a CalTrans meeting in West Marin regarding the Lagunitas Bridge (Green Bridge) and confirmed that the bridge is scheduled to be completely replaced in year 2020. He reminded the Board that the District's 8-inch waterline is suspended to the existing bridge and the District will be responsible for all costs in relocating the waterline.

Mr. McIntyre advised that he and Director Baker attended the North Bay Water Reuse Authority meeting on Monday morning and he would provide a full summary of the meeting at the next Board meeting.

Mr. McIntyre informed the Board he attended the Novato Watershed Policy Committee meeting with Director Baker to discuss various Novato watershed topics including failure of the recent Measure E Flood Control bond measure.

### **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:

Mr. Vogler provided the Board with an update regarding repairs affecting the spillway at Stafford dam and he expects to have all repairs done in a timely manner.

Mr. Clark advised the Board that in May of this year, the corp. yard fuel station was inspected and a specific certification was not on file resulting in a notice of violation for \$1,000. Mr. Clark informed the Board that he would be contacting the Bay Area Air Quality Management District to discuss the fine.

Mr. Clark also advised the Board that a new Assistant Water Treatment Plant Operator started on Friday. He noted another Treatment Plant Operator resigned from the District and went to Marin Municipal and the District will start recruiting for his replacement.

**CONSENT CALENDAR**

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

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

**RESOLUTION OF APPRECIATION FOR ROMAN LATANYZSYN**

The Board approved Resolution 17-25 entitled: "Resolution of Appreciation for Roman Latanyzsyn" for his 27 years of employment with the District.

**CONSULTING SERVICES AGREEMENT WITH CHRIS DEGABRIELE**

The Board approved a Consulting Service Agreement with Chris DeGabriele to assist the General Manager in Russian River Water Supply issues (including the Potter Valley Relicensing Project), Stafford Lake Water Supply (Novato Creek, Water Rights, and NMFS Coastal Species Recovery Plan) and other tasks as determined from time to time.

**MARIN COUNTY FLOOD CONTROL DISTRICT WEATHER STATION AT THE CENTER ROAD TANK**

The Board approved the General Manager to execute the first amendment to a License Agreement for Marin County Flood Control and Water Conservation to add a second remote weather station on additional land owned by NMWD (Center Road Tank Site).

**INFORMATION ITEMS**

**UPDATE ON SOLICITATION FOR AUDITOR-CONTROLLER**

Mr. McIntyre advised the Board that he and Mr. Bentley conducted internet based interviews with two candidates on November 22<sup>nd</sup> and in the end decided neither candidate was a good fit for the District. He provided the Board with a revised schedule which has the recruitment period open

until the end of January. He stated that Board interviews are tentatively scheduled for the February 20<sup>th</sup> meeting.

Mr. Bentley advised that when he attended the ACWA conference in Southern California last week he handed out the solicitation brochures but has not received any interest to-date.

Director Baker stated that the District have lost a lot of good employees to Marin Municipal and other agencies and suggested speaking with agencies in the north to encourage them to apply.

Mr. McIntyre stated that continued outreach is occurring at staff level.

#### **NBWA MEETING – DECEMBER 1, 2017**

Director Fraites provided a summary of the North Bay Watershed Association meeting that he, Director Baker and Mr. McIntyre attended on December 1<sup>st</sup>. He stated that the main focus was on the North Bay fires and all of the incredible amounts of studies being conducted by different agencies to look at soils, creek beds, pollution etc.

#### **WAC/TAC MEETING – NOVEMBER 6, 2017**

Mr. McIntyre provided the Board with the meeting minutes from the WAC/TAC meeting held on November 6<sup>th</sup>. He stated that last fiscal year's budget for SCWA was based upon estimated water sales and that actual deliveries were very close. He stated that in 2018 there will be a change in WAC leadership, Mark Milan will become Chair and a new Vice Chair will be appointed in February.

#### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements, Update- Bill Payment Options, Save the Date – 2018 NBWA Conference 4/06/18, Harvey Freed Obituary, and North Bay Water Workshop dates.

The Board also received the following news articles: Release of juvenile salmon jump-starts Russian River, Research Becomes Reality in Study of Fire Impact on Sonoma Water Resources, Multibillion-dollar water measures heading to state ballot, and CLAM to sell affordable home in Point Reyes.

Mr. McIntyre informed the Board that the newly proposed North Bay Water group is an outgrowth of the North Bay Water Reuse Authority and that the idea is to develop a wider group of member agencies focusing on water supply, storm water and groundwater issues. He provided the Board with five workshop dates starting in January and requested board member participation in the meetings.

Director Joly stated that he appreciated Mr. Bentley's memo on the Bill Payment Options and that he was surprised on the cost of online bill pay. Mr. Bentley responded that customers really appreciate the online payment system but the fees are expensive.

**ADJOURNMENT**

President Fraites adjourned the meeting at 7:53 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