

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
February 2, 2010**

**CALL TO ORDER**

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 7:32 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Rick Fraites, Steve Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, Secretary Renee Roberts, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

District employees Robert Clark (Operations/Maintenance Superintendent) and Ryan Grisso (Water Conservation Coordinator) were in the audience.

**MINUTES**

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

AYES: Directors Baker, Fraites, Rodoni, Schoonover

NOES: None

ABSTAIN: Director Petterle

ABSENT: None

**GENERAL MANAGER'S REPORT**

**Meeting with Sonoma County Water Agency**

Mr. DeGabriele reported that he attended a meeting at Sonoma County Water Agency with the new interim General Manager, legal counsel, Chair and Vice-Chair of the WAC and others to discuss the 12 Strategies for Water Supply going forward. He said the discussion was under the context of the Water Supply Coordinating Committee and that information will be conveyed to the WAC and TAC in the public forum.

**Meeting Cancelled**

Mr. DeGabriele advised that the February 11 meeting with the District, Marin Municipal Water District and the Sonoma County Water Agency Board of Directors has been cancelled and has not yet been rescheduled. He said that this is a series of meetings with elected officials of each of the water contractors and the Agency to open communications regarding strategies for replacement of the Water Project.

## North Redwood Corridor Planning Forum

Mr. DeGabriele informed the Board of the Novato Chamber of Commerce forum on the North Redwood Corridor Planning scheduled for February 10 at 6:30 p.m. at City Hall.

### ***OPEN TIME:***

President Baker asked if anyone in the audience wished to bring up an item not on the agenda and the following items were discussed:

### Proposed Mountain Bike Park at Stafford Lake Park

Director Rodoni inquired about the Marin County Parks and Open Space District proposal for a mountain bike skills park at Stafford Lake Park and asked if there would be any impact on the watershed and water supply.

Mr. DeGabriele responded that Director Petterle had notified him of the County's investigation of an area set aside for mountain bikers at Stafford Lake Park, and he stated that the facility would not be on District property and that he is confident that the County is aware of erosion concerns on the watershed.

Director Petterle provided a few details on the facility considered by the County; that the proposed area is near the former Renaissance Faire site and will feature hills, jumps and ramps and that most likely no trails would be involved.

Director Fraites said that the suggestion to put a mountain bike park was the result of requests by the mountain bike community to allow more access to small trails. He said that some County supervisors believe that this may be a way to provide mountain bikers with the technical challenge they want without compromising multi-use trails.

Mr. DeGabriele said that he would provide the Board with more information when available.

### ***STAFF/DIRECTORS REPORTS***

President Baker asked if staff or Directors wished to bring up an item not on the agenda and there was no response.

### **CONSENT CALENDAR**

Director Rodoni requested that Item 5, Water Service Agreement – Novato Disposal, be removed from the Consent Calendar for further discussion.

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

### **PROPOSED FY10/11 BUDGET REVIEW SCHEDULE**

The proposed FY10/11 Budget Review Schedule was approved as presented.

### **SET SPECIAL MEETING FOR BOARD PLANNING WORKSHOP- FEBRUARY 11, 2010**

A Special Meeting for the purpose of the Bi-Annual Board Planning Workshop was set for February 11, 2010, 8:30 a.m. at the Novato Fire Protection District offices, 95 Rowland Way, Novato, CA.

### **WATER SERVICE AGREEMENT - NOVATO DISPOSAL**

Director Rodoni requested this item be removed from the consent calendar and stated that since it is an expansion of outside services, he requested Mr. McIntyre to provide the Board with background on the project.

Mr. McIntyre stated that this was originally approved by the Board in August 2008 for addition of one fire service for modifications at the Novato Disposal Facility on Petaluma Boulevard South. He said Novato Disposal is one of the District's outside service customers, and this project is to satisfy additional fire protection requirements on the property. He said that Novato Disposal did not move forward with the project after approval within the six-month deadline and that they have requested a revised design that would include three fire services spread out on the property instead of one large fire service. He informed the Board that the amended agreement reflects the change in the number of fire services and includes the new cost estimate.

Director Rodoni asked how the use of fire hydrants is monitored when their location is not in the public right-of-way, and he is concerned that the amount of water being used is unknown. Mr. McIntyre responded that reports are filed when someone is seen taking water from a hydrant without permission. Mr. DeGabriele added that District staff maintains fire hydrants regularly, and he suggested that locks can be installed as a precaution. He said that all fire services are metered, and the issue is usage through the fire hydrant.

On motion of Director Schoonover, seconded by Director Petterle, the Board unanimously approved Resolution No. 10-03 entitled, Authorization of Execution of Amendment No. 1 to High Pressure Water Service Facilities Construction Agreement with Novato Disposal Service.

### **ACTION CALENDAR**

#### **APPROVE: REVISION OF ON-CALL AND STAND-BY DUTY POLICY**

Mr. Bentley reviewed the changes to the On-Call and Stand-by Policy noting that it is a state requirement that all on-call personnel have their Distribution Operator Certification. He advised that

the policy eliminates the Distribution Operator Certification requirement for standby laborer-level classification and stated that other revisions are not significant.

Director Baker asked if requiring the Distribution Operator Certification for all on-call personnel is “raising the bar” unnecessarily; and Mr. Bentley responded that the State requires this certification to ensure that anyone turning valves are properly trained. Mr. DeGabriele explained the different types and levels of certification and said that it is a conscious decision by staff to improve the level of certification and number of employees with certification. He said he will provide a listing of staff and their certifications for the Board.

On motion of Director Rodoni and seconded by Director Petterle, and unanimously carried, the Board approved revision of the On-Call and Stand-by Policy as presented.

**APPROVE: CHLORINE DIOXIDE GENERATOR AND GAC REPLACEMENT PURCHASE**

Mr. Clark explained the necessity of upgrading the chlorine dioxide generator and for changing out the two beds of Granular Activated Carbon (GAC). He said that during the first year of operation of the new Stafford Treatment Plant, the manganese levels were greater than historically recorded and that the higher manganese levels were impacting water quality. He stated that after consultations with the chlorine dioxide generator manufacturer (IDI DuPont), it was learned that a greater dose of chlorine dioxide would be required to control the manganese levels and the original generator was unable to meet demand requirements. Mr. Clark further explained that DuPont replaced the original generator in 2007; however, the manual operation of the unit has periodically caused overdosing of the chlorine dioxide which caused an odor to be emitted from the mixing chamber. He said that overdosing of the chlorine dioxide generates chlorides that go through the treatment filters and into the GAC and caused a premature failure of the GAC beds. He stated that two GAC cells have been replaced three times within the past three years. He said the proposed changes will prevent the overdosing of chlorine dioxide and prevent further filter problems.

Director Baker asked if funds were available for the recommended projects, and Mr. Clark responded that forecasted budget expenditures indicate funds will be available.

On motion of Director Petterle and seconded by Director Fraites, the Board unanimously approved \$100,000 for upgrading the Chlorine Dioxide Generator through IDI DuPont; and \$95,000 for changing out the two beds of GAC through Carbon Activated Corp.

**APPROVE: 2010 URBAN WATER MANAGEMENT PLAN UPDATE**

Mr. DeGabriele advised that the 2010 Urban Water Management Plan (UWMP) due date has been extended to June 30, 2011 by the Department of Water Resources, and the District and

other water contractors are beginning the process to update water demands and savings from water conservation. He said that in the past two cycles, the Sonoma County Water Agency prepared the UWMP, but now each water contractor will be responsible for their own Plan. He reminded the Board that the District prepared its own UWMP in 2005 when SCWA delayed preparation of the Plan. Mr. DeGabriele stated that the water contractors, with the exception of the City of Petaluma, have decided to work together with Maddaus Water Management to provide an updated water demand and updated estimated water conservation savings that will be consistent with the methodology used by the other contractors. He noted that Marin Municipal Water District will contract independently with Maddaus.

Mr. DeGabriele presented the Letter Agreement with the City of Santa Rosa and the other participating water contractors that includes the contract with Maddaus Water Management and the cost split for each contractor. He advised that the City of Santa Rosa will be the contracting entity with Maddaus. He further advised that the District's share will be \$16,584.33; half the amount (\$8,292.17) will be paid this fiscal year and the remainder paid in fiscal year 2011.

On motion of Director Rodoni, seconded by Director Schoonover, and unanimously carried, the Board authorized the General Manager to execute the Letter Agreement with the City of Santa Rosa and pay Santa Rosa \$8,292.17 in FY 10 and budget the remainder in FY 11.

**APPROVE: SALARY/BENEFITS FOR UNREPRESENTED EMPLOYEES**

Mr. DeGabriele stated that at the last meeting, the Board approved the Memorandum of Understanding with the North Marin Water District Employee Association for represented employees. He informed the Board that the District has six unrepresented employees including four District officers, the Accounting/Human Resources Supervisor and Administrative Assistant and requested that the Board approve salary/benefit changes to this group consistent with the represented employee agreement.

On motion of Director Petterle and seconded by Director Rodoni, the Board unanimously approved the salary/benefits changes for unrepresented employees consistent with the North Marin Water District Employee Association Memorandum of Understanding.

**APPROVE: DEMAND OFFSET REBATE PILOT PROGRAM**

Mr. Grisso informed the Board that there has been customer interest in rainwater catchment, gray water systems and drilling wells to reduce water demand; and in response, he is presenting a Demand Offset Rebate Pilot Program to incentivize customers to install these systems. He stated that a change in the California Plumbing Code, effective in August 2009, eased permitting requirements of gray water regulations. Mr. Grisso advised that this pilot program is similar to the

City of Santa Rosa's and would provide consistency in the program throughout the Marin/Sonoma area. He reviewed the rebate pilot program's three systems: Rainwater Catchment, Gray Water Systems and Well Water System, and answered the Director's questions.

Mr. DeGabriele commented that this is a good way to learn what our customers are interested in and whether it makes sense to pursue regular rebate program for these systems.

On motion of Director Rodoni, seconded by Director Schoonover and unanimously carried the Board approved the Demand Offset Rebate Pilot Program with a not-to-exceed limit of \$10,000.

### ***INFORMATION ITEMS***

#### **WATER CONSERVATION MID-YEAR UPDATE**

Mr. Grisso presented the Mid-Year Update for Water Conservation. He stated that 185 Water Smart Home Surveys have been conducted and are consistent with the number of surveys conducted last year. He said that there were more commercial surveys conducted this year in response to the Emergency Water Conservation Ordinance. Mr. Grisso advised that toilet rebates have increased significantly, Retrofit on Resale Certifications are consistent with last year and High Efficiency Washing Machine Rebates have declined. He noted that the rebates for Cash for Grass have doubled with approximately 57,000 square feet of turf removed this fiscal year; and, since the year 2000, 562,000 square feet of lawn have been removed. Mr. Grisso stated that quite a few Cash for Grass projects have been pre-inspected, and he expects more Cash for Grass rebates this spring. He further stated that all other programs are running consistently with the previous fiscal year.

#### **SECOND QUARTER FY 09/10 UPDATE – OPERATIONS/MAINTENANCE**

Mr. Clark provided the Second Quarter Update for the Operations/Maintenance Department that includes the Stafford Treatment Plant, Maintenance and Water Quality groups. He stated that the Treatment Plant production ceased at the end of October, and 246 acre feet was produced in the second quarter of the production season. He said that the lake is at the same level as this time last year and it is 82% full as of today. He summarized the maintenance portion of the shut down procedures. Mr. Clark reported that in West Marin, overall flows tracked less than a year ago and it appears that more water was sold than produced. He said that a problem with the flow meter is suspected and staff will investigate. He stated that Point Reyes filters continue to run well since the media in filter No. 1 was changed in spring 2008.

Mr. Clark reported that in Oceana Marin, Phillips and Associates excellent performance continues. He said reducing infiltration and intrusion in the collection system is a priority and that 6,000 feet of pipe has been video inspected and root intrusions identified in previous inspections

have been removed. He said that 6000 feet of pipe will be inspected every year as ongoing maintenance.

Mr. Clark summarized the remaining Maintenance Department areas. In asset management, Ms. Kessler has completed the list of all equipment noted on District maps; the electrical/mechanical staff continue with the Trumbull Pump Station rebuild and the Stafford Dam Inlet Tower; the buildings and grounds staff have finished the racking replacement for the warehouse and have cut down trees at Stafford Treatment Plant to prevent damage should trees fall during a storm. He stated that completion of the retro-fit of two of the large diesel truck exhausts to comply with the Bay Area Quality Management District order for reducing particulate matter was accomplished by the fleet mechanic; and the Cross Connection Control Technician is catching up with work time lost due to an injury.

### **MID-YEAR PROGRESS REPORT – ENGINEERING**

Mr. McIntyre provided the Mid-Year Progress Report for the Engineering Department and stated that of the total number of Improvement Projects (59), the Engineering Department is responsible for 66%. He said that 51 projects were originally budgeted this fiscal year, and nine projects were carried over, two new projects were added and three projects were deferred. He said that with the additional projects total expenditures of \$500,000 were added to this year's budget; however, because the solar energy project has been delayed, the \$1.5M budgeted for that project will not be expended. He advised that the Improvement Project budget for Novato will be \$1.9M below the approved budget.

Mr. McIntyre reported that most of the West Marin Improvement Projects are slightly below budgeted amount and that no budget augmentation is anticipated.

Mr. McIntyre stated that there are no pending big development projects planned in Novato, except for the Senior Apartments on Diablo Avenue projected to begin construction in the spring. He said that two other projects, the Mt. Burdell Commons and Hanna Ranch, are in the discussion phase.

### **NBWRA UPDATE**

Mr. McIntyre reported that all North Bay Water Recycling Program projects were approved by the Environmental Impact Report/Environmental Impact Statement including the Novato North/Central and Novato South recycled water projects. He stated that the projects have tentative start dates of April 2010 and April 2011 respectively. Mr. McIntyre informed the Board that North Bay Water Reuse Authority members and partners will be meeting to discuss funding allocation methodology and that the NBWRA may receive American Recovery and Reinvestment Act (ARRA)

funds in April. He stated that the District, Novato Sanitary District and Las Gallinas Valley Sanitary District have been working on the development of a new funding participation allocation and a new Memorandum of Understanding. He advised that North Marin's budget commitment will increase by \$15,000 to \$55,000.

**NBWA MEETING- FEBRUARY 5, 2010**

Mr. DeGabriele provided the agenda for the North Bay Watershed Association meeting scheduled for February 5, 2010.

**MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements, CDPH Operations Plan Approval, NSD Mutual Aid Agreement.

The Board also received the following news articles: Rains May Mean No Drought, Water District and Workers OK Contract, What is Your Water Really Worth?, Lake Sonoma Drinking Water Supply Hits 100 Percent Full, Salinity Notices (2).

**CLOSED SESSION**

President Baker adjourned the Board into closed session at 9:09 p.m. for Conference with Legal Counsel - Anticipated Litigation – Initiation of Litigation Pursuant to Subdivision (c) of Government Code Section 54956.9 – One Potential Case; and

In accordance with California Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager.

**OPEN SESSION**

Upon returning to regular session at 9:44 p.m., President Baker stated that during the closed session the Board had discussed the issues and no reportable action had been taken.

**ADJOURNMENT**

President Baker adjourned the meeting at 9:45 p.m.

Submitted by

Renee Roberts  
District Secretary