

1 **NORTH MARIN WATER DISTRICT**
2 **MINUTES OF REGULAR MEETING**
3 **OF THE BOARD OF DIRECTORS**
4 September 7, 2010

5 **CALL TO ORDER**

6 President Baker called the regular meeting of the Board of Directors of North Marin Water
7 District to order at 7:30 p.m. at the District headquarters and the agenda was accepted as
8 presented. Present were Directors Rick Fraites, Steve Petterle, Dennis Rodoni and John
9 Schoonover. Also present were General Manager Chris DeGabriele, Secretary Renee Roberts,
10 Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

11 Pat Collins and Mark Soldati of Winzler & Kelly and District employees Robert Clark
12 (Operations/Maintenance Superintendent), Doug Moore (Construction/Maintenance
13 Superintendent) and Ryan Grisso (Water Conservation Coordinator) were in the audience.

14 **MINUTES**

15 On motion of Director Petterle, seconded by Director Fraites and unanimously carried the
16 Board approved the minutes from the previous meeting as presented.

17 **GENERAL MANAGER'S REPORT**

18 **Meeting with Assembly Member Jared Huffman**

19 Mr. DeGabriele reported that he, Water Quality Supervisor Pablo Ramudo and Director
20 Rodoni met with State Assembly Member Jared Huffman last Thursday and discussed the
21 Gallagher Well and Pipeline Project. He said that Mr. Huffman indicated his support for the project
22 and will provide assistance at the legislative level. He said that staff expressed their concern that a
23 public health violation is anticipated in the future and that the Department of Public Health (DPH)
24 does not recognize the concern unless there is a violation now; therefore, the state funding priority
25 makes the District ineligible for receipt of state grant or loan funds. Mr. DeGabriele said he has
26 requested Mr. Ramudo to set up a meeting with the DPH so that they can inform DPH that the
27 District is enlisting the help of Mr. Huffman to help this issue move forward. He said that the District
28 has a good working relationship with DPH and doesn't want to damage it, but at the same time, this
29 issue can be resolved with their assistance.

30 **Steve Herrera**

31 Mr. DeGabriele informed the Board that he contacted Steve Herrera to enlist his assistance
32 in perfecting the change in point of diversion for Lagunitas Creek for the Gallagher Project. He
33 advised that Mr. Herrera recently retired from the State Water Resources Control Board and held

1 the position of Program Manager in the Permitting Division. He said that Mr. Herrera is interested
2 and Mr. DeGabriele hopes to bring more information to the Board at the next meeting.

3 **OPEN TIME**

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

6 **Pipe Worker Position**

7 Mr. Moore announced that District employee Luis Ortiz has been selected to fill the recently
8 vacated Pipe Worker position. He said that five District employees and four outside applicants were
9 interviewed.

10 **STAFF / DIRECTORS' REPORTS**

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

13 **Administrative Assistant Update**

14 Ms. Roberts updated the Board on the condition of Administrative Assistant Katie Young
15 and said that Ms. Young continues on bed rest and will most likely return in February after her baby
16 is born.

17 **Meeting with Sutter Securities**

18 Mr. Bentley advised that he and Mr. DeGabriele met with Mr. Frank Soriano, President of
19 Sutter Securities, to discuss steps needed to issue bonds for the District's upcoming major projects,
20 including the Aqueduct Relocation and Recycled Water Expansion projects. He stated that Mr.
21 Soriano will be sending a draft "Reimbursement Resolution" for the Board to approve that will allow
22 the District to capture expenses that are incurred up to the point of issuing the bonds.

23 **Director Absent Next Meeting**

24 Director Petterle advised that he will not be in attendance at the next meeting.

25 **Complaint Re Golf Balls in Lake**

26 Director Fraites stated that he received a call from a person who hikes at Stafford Lake and
27 was appalled at seeing golf balls being hit into the lake. He said he wonders about the propriety of
28 allowing golf balls into the water. He stated that he would like the Board to discuss whether the
29 District should request that this practice be stopped.

1 Mr. DeGabriele said that the driving range at the golf course has been problematic since its
2 construction. He said that the alternative driving range is uphill. Mr. Petterle said that golfers use
3 the lake driving range for practice or warm up, not to hit buckets of balls. Director Rodoni concurred
4 that the issue be brought back to the Board for discussion and reminded everyone that the lake
5 belongs to the District.

6 **CONSENT CALENDAR**

7 On the motion of Director Schoonover, seconded by Director Petterle and unanimously
8 carried the following item was approved on the consent calendar:

9 **RITCHEY RESIDENCE (100 TOBY ROAD)**

10 This project provides residential water service and a new fire hydrant for the construction of
11 a new home and one accessory dwelling unit in Point Reyes Station. New water facilities include
12 40 feet of pipe, one residential fire hydrant and one 1-inch meter.

13 The Board approved Resolution No. 10-15 entitled, Authorization of Execution of Water
14 Services Facilities Construction Agreement with Thomas Ritchey.

15 **CONSULTING SERVICES AGREEMENT WITH RETIRED EMPLOYEE**

16 Director Baker requested that this item be removed from the consent calendar for further
17 discussion.

18 Director Baker said that historically, the District has contracted with long-term employees
19 who have institutional knowledge of the District; Mr. Van Bourg had been an employee for five years
20 and asked why he was being offered a contract.

21 Mr. DeGabriele said that Jonathan Van Bourg came to the District from the East Coast with
22 25 years experience as a treatment plant operator and has been instrumental in reconfiguring the
23 chlorine dioxide generator before he retired. He advised the Mr. Van Bourg retired suddenly in
24 order to take care of his elderly father. He further advised that the equipment for the project has
25 been delivered and staff would like him to continue with the project to get it done correctly.

26 Director Rodoni asked if Mr. Van Bourg's contract would include emergency work in West
27 Marin if needed and Mr. DeGabriele replied yes.

28 On motion of Director Schoonover and seconded by Director Fraites, the Board
29 unanimously approved authorizing the General Manager to enter into a consulting services
30 agreement with Jonathan Van Bourg.

1 **ACTION CALENDAR**

2 **WINZLER & KELLY CONSULTING SERVICES CONTRACT AMENDMENT NO. 1–AQUEDUCT**
3 **ENERGY EFFICIENCY PROJECT EIR**

4 Mr. McIntyre introduced Pat Collins and Mark Soldati of Winzler & Kelly who were in
5 attendance and available to answer questions from the Board. He said that the Board approved a
6 contract with Winzler & Kelly in August 2009 to provide engineering support services to review the
7 design submitted to Caltrans for segments of the Marin-Sonoma Narrows project and to provide
8 environmental work associated with the Aqueduct Energy Efficiency Project. He provided a review
9 of the project and said that the Caltrans Marin Sonoma Narrows project will impact 83% of the
10 District's 30" pipeline running from Kastania Pump Station to Redwood Landfill Road. He said that
11 it was decided that if the aqueduct needed to be relocated, it will be upsized from 30" to 42" with the
12 goal to eliminate Kastania Pump Station and its associated costs as well as reduce greenhouse gas
13 emissions. Mr. McIntyre advised that there are two gap areas where Caltrans is not relocating the
14 existing aqueduct and the District is proposing to run parallel lines in those two areas in order to
15 allow the historical delivery of water (that was received with Kastania Pump Station in operation)
16 with the pumps turned off using gravity flow.

17 Mr. McIntyre said that when the Board approved a contract with Winzler & Kelly, it was
18 anticipated that the environmental review would be in the form of an addendum to the Caltrans' EIR.
19 He said that since then, staff has been working with Caltrans, Federal Highways Administration,
20 District consultants and attorney and has not had success in agreeing that an addendum is
21 satisfactory. He stated that as a result, the District must prepare its own EIR for the project. He
22 said the amendment to Winzler & Kelly's contract is to prepare the EIR.

23 Mr. McIntyre answered questions from the Board on project design, necessary
24 encroachment permits, and stability of the pipe in certain segments of the project.

25 On motion of Director Petterle seconded by Director Fraites, the Board unanimously
26 authorized the General Manager to execute Amendment No. 1 to increase Winzler & Kelly's fee by
27 \$236,400 for preparation of the Aqueduct Energy Efficiency Project EIR plus a new updated total
28 contingency amount of \$25,000 (approximately 10%).

29 **AMENDMENT NO. 1 TO LETTER AGREEMENT WITH CITY OF SANTA ROSA FOR FUNDING**
30 **CONSULTANT SERVICES FOR 2010 UWMP**

31 Mr. DeGabriele stated that he is asking the Board to authorize the General Manager to
32 enter into an amendment to the Letter Agreement with the City of Santa Rosa for additional
33 consulting work for the preparation of the 2010 Urban Water Management Plan beyond what was
34 originally contemplated. He reminded the Board that in February 2010, the District was authorized

1 to participate with other water contractors, with City of Santa Rosa acting as project manager, using
2 Maddaus Water Management to update the Water Demand Analysis and Water Conservation
3 Measures for the Urban Water Management Plan. He said the District has contributed \$8,292 in
4 the previous fiscal year for half of its share of the work and the other half will be contributed this
5 fiscal year. Mr. DeGabriele said the amendment to the Letter Agreement will enable the District to
6 request Maddaus to look at ten full years of data and to have funds available to help with targeting
7 the “20 by 2020” demand projection. He said that there is enough money in the budget for this
8 extra cost.

9 On motion of Director Rodoni and seconded by Director Fraites, the Board unanimously
10 authorized the General Manager to enter into Amendment No. 1 to the Letter Agreement with the
11 City of Santa Rosa.

12 **INFORMATION ITEMS**

13 **FY 10 WATER CONSERVATION - YEAR END REPORT**

14 Mr. Grisso provided the Board with a year end report for all water conservation and public
15 outreach activities implemented during Fiscal Year 2009/10. He stated that this is the first year
16 where the program has been totally independent from Sonoma County Water Agency and that
17 overall, participation was good. He said there was an increase in participation in the Water Smart
18 Home Surveys and High Efficiency Toilet Rebates. Mr. Grisso said staff may consider
19 recommending a reduction in the toilet rebate amount to save money and he feels it will not reduce
20 participation. He stated that Cash for Grass Rebates have greatly increased and that over 100,000
21 square feet of lawn has been removed this fiscal year.

22 Mr. Grisso stated the first part of the fiscal year was spent on addressing the 2009 water
23 shortage emergency. He said that public outreach included the Fall 2009 and Spring 2010 issues
24 of the *Water Line*, staffed outreach events such as the Novato Farmer's Market, Marin Home Show
25 and Marin County Fair (in partnership with the Department of Water Resources).

26 Director Rodoni asked if there is an incentive program for commercial toilets to encourage
27 replacement with low flush toilets. Mr. Grisso responded that there is an existing \$200 rebate
28 program. He said more advertising and stronger focus on the commercial program may increase
29 participation.

30 Director Fraites asked if there is interest in providing rebates for rainwater catchment and
31 gray water systems.

1 Mr. Grisso responded that there is a pilot program in place and whereas there was much
2 interest in the beginning, participation has fizzled out. He said that with rainwater catchment, there
3 is not a huge impact on water savings. He said that there is a local business that is certified for
4 designing gray water systems; there are regulations and permits involved in gray water system. Mr.
5 Grisso advised that there is much interest in wells and there is a performance-based rebate
6 available. He said he will provide a report on the pilot programs in the mid-year water conservation
7 update.

8 Director Baker asked if the schools are involved in the water conservation programs.

9 Mr. Grisso stated that the school bond program has allowed some schools to retrofit their
10 toilets. He said he will consider distributing aerators for hand-washing sinks. He said the schools
11 have changed their irrigation controllers to weather-based devices.

12 Director Baker asked Mr. Grisso to provide more specifics on the schools' progress at his
13 next update.

14 **FY 10 MAINTENANCE/OPERATIONS – YEAR END REPORT**

15 Mr. Clark provided the year end report for the Maintenance/Operations Department. He
16 announced the sudden retirement of Treatment Plant Operator Jonathan Van Bourg and that
17 several staff have received certifications, including Jeff Corda – Treatment Operator Grade 3, Kerry
18 Lemos - Distribution Operator Grade 3, Eric Kurfirfirst – Distribution Operator Grade 2 and Backflow
19 Device Tester, and Joe Cilia – Pesticide Application certification.

20 Mr. Clark reported that Stafford Treatment Plant production started early in order to take
21 advantage of spring runoff but waste discharge limits to Novato Sanitary limited water production to
22 1.5mgd. He said that full production began May 1st with 2.64 mgd, slightly down from the previous
23 year. He advised that the sodium hydroxide tank relocation to indoors was completed.

24 Mr. Clark advised that Novato and West Marin consumption was down 27% and 20%
25 respectively and recycled water production was 10 mg below the average production for the past
26 few years due to reduction in the Stone Tree Golf Course demand. He said that Oceana Marin
27 flows and discharges have been normal and staff completed the SCADA system project at the
28 treatment and storage ponds.

29 The Board was informed that Maintenance staff levels are consistent with the past year and
30 temporary help was used during the spring and summer. Mr. Clark stated that the 35-year-old
31 electrical system at the San Marin Pump Station was replaced and that emergency maintenance
32 tasks have been reduced due to preventative/predictive maintenance tasks being performed.

1 Mr. Clark advised that staff performed an audit of the Cross Connection Control program
2 and determined that because of an increase in the number of devices to be tested and additional
3 requirements, the Technical Assistant will do the administrative tasks associated with the CCC
4 program. This will allow the field staff to perform the inspection, testing and repair tasks.

5 Mr. Clark reported that the Building and Grounds crew completed the construction of a work
6 platform for the centrysis centrifuge unit at Stafford Treatment Plant to allow a safer work area for
7 treatment plant staff making adjustments to the equipment.

8 Mr. Clark stated that Fleet staff is continuing to reduce the District's hazardous waste and
9 has replaced the solvent based parts cleaner with water based. He said the District passed a
10 recent inspection with flying colors.

11 **FY 10 IMPROVEMENT PROJECTS - YEAR END REPORT – ENGINEERING DEPARTMENT**

12 Mr. McIntyre reported on the highlights of the FY 10 Year End Improvement Projects with a
13 Power Point presentation. He compared the budget vs forecast which identified that the Novato
14 system project costs were lower than budgeted (43%) and 86% of projects were completed; West
15 Marin project costs were also lower than budgeted (54%) and 90% of projects were completed. He
16 said that of the 59 total budgeted projects, 40 projects were under the Engineering Department, 12
17 under Maintenance, one under Operations and six under the Administration Department.

18 Mr. McIntyre stated that projects added included the STP Chlorine Dioxide Generator,
19 Cheda Knolls PB Replacement, STP Roof Repair, the Urban Water Management Plan and the
20 Recycled Water Expansion to the North Service Area. He further stated that six projects were
21 deferred including Redwood Boulevard Relocation, Zone A Extension to Ignacio Area and GAC
22 Building Rehab.

23 Mr. McIntyre presented photos of District projects including the Alameda Del Prado Bike
24 Path which, due to the County redesign of the bike path area, cost the District over \$200,000 to
25 provide more structural protection for the pipeline beneath the surface of the realigned roadway.

26 Mr. McIntyre reported that the first phase of Stafford Lake Bathymetric Study has been
27 completed and the consultant is waiting for the lake level to drop more before an aerial survey is
28 performed. He presented a shaded relief map of the boat survey depicting the depths of the lake.

29 Mr. McIntyre presented photos of the STP Backflow Meter & Check Valve project, the
30 Sodium Hydroxide Tank at STP and the PRE 2" Galvanized Pipe Replacement in Point Reyes
31 Station and summarized the projects. He informed the Board that the PRE pipe replacement came

1 in \$40,000 under budget and that the construction crew adjusted their work schedule to minimize
2 travel time to and from West Marin.

3 Director Baker asked Mr. McIntyre to provide the Board with a report on the ongoing
4 replacement of Polybutylene pipe.

5 **NORTH BAY WATERSHED MEETING – SEPTEMBER 10, 2010**

6 Mr. DeGabriele presented the agenda for the North Bay Watershed meeting on September
7 10, 2010.

8 **WAC/TAC MEETING – SEPTEMBER 13, 2010**

9 Mr. DeGabriele stated that the WAC/TAC meeting is scheduled for Monday, September 13.
10 He said that the WAC will consider comments formulated by the TAC on the Water Agency's Water
11 Supply Strategy Action Plan. He said the common themes of the comments are twofold: Provide
12 Periodic Updates of progress on specific actions to the water contractors; and to communicate the
13 costs of these actions to the water contractors. Mr. DeGabriele said he reviewed the 118
14 comments and noted similarities in the contractors comments in five areas: secure funding for the
15 Biological Opinion; set milestones to evaluate Dry Creek habitat enhancements; develop local
16 supply, especially ground water banking; consolidate strategy #5 that has one action into another
17 strategy; and recommend that the replacement of the rubber dam be added to the list of Hazard
18 Mitigation/Liability projects.

19 Mr. DeGabriele said the TAC has done a lot of work on consolidating the comments and
20 hopes that the TAC members have coordinated these comments with their WAC representatives
21 before Monday's meeting.

22 Director Rodoni expressed his appreciation of Mr. DeGabriele's work on the comments and
23 advised that Director Baker will be attending Monday's meeting in his stead.

24 **NORTH BAY WATER REUSE AUTHORITY MEMBERSHIP**

25 Mr. DeGabriele stated that the North Bay Water Reuse Authority has acknowledged receipt
26 of the District's request for membership. Mr. McIntyre advised that the Memorandum of
27 Understanding enabling District membership in NBWRA will be considered at a future Board
28 meeting.

29 **MISCELLANEOUS**

30 The Board received the following miscellaneous information: Disbursements, Email from
31 Cypress Creek HOA, Status Report West Marin Radio Read Meters, Letter from Marin Association
32 of Realtors, West Billing Error, Summary of Inventory Write-Off for FY 10 – JM PIPE.

