

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
September 2, 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, Rick Fraites, Stephen Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

Ed Nute, Nute Engineering, Novato Boys Scouts Troop 79, District employees Robert Clark (Operations/Maintenance Superintendent), Ryan Grisso (Water Conservation Coordinator) and Pablo Ramudo (Water Quality Supervisor) were in the audience.

MINUTES

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

GENERAL MANAGER'S REPORT

Water Production

Mr. DeGabriele advised the Board that preliminary figures on the August 2014 Novato water production show a reduction of 20.3% compared to one year ago. He stated that in West Marin the water production was only down 7.8%, although the Palace Market leak continued through the first week of August. He informed the Board that Lagunitas Creek is still natural water flowing above that released by Marin Municipal and the District has not had to request more water from Marin Municipal Water District and that the sodium threshold has not been exceeded this summer.

August 24th Earthquake

Mr. DeGabriele stated that he sent the Board an email after the August 24th earthquake and stated that the District was very fortunate to not have any damage to the water system as a result of the earthquake.

Technical Advisory Committee Meeting

Mr. DeGabriele informed the Board that there will be a Technical Advisory Committee Meeting on Monday, September 8th and the agenda was not available for the meeting tonight.

New Full-Time Employee

Mr. DeGabriele advised the Board that the District hired Jose Ochoa, a young Novato resident and graduate from San Marin High School, to fill the open Construction/Maintenance Laborer position. He stated that he appears to be a hard worker and a good addition to the construction crew.

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:

Mr. Bentley welcomed the Novato Boy Scout Troop 79 to the meeting. He advised the Board that the troop is attending to earn their citizenship/community service merit badge. He stated that the Troop members must report on a controversial topic and formulate their own opinion on the controversy.

Robert Clark, Maintenance/Operations Superintendent discussed the Emergency Operations Plan with the Board in regards to the 6.1 earthquake that occurred on Sunday, August 24th. He advised the Board that there were no problems in the Novato systems, West Marin or Oceana Marin or damage to any of the facilities and that the earthquake was a good lesson on improving the District's Emergency Operations Plan.

Mr. DeGabriele advised the Board that the on-call construction employee on the day of the earthquake is a resident of Napa and reported to work in Novato and waited through the morning to make sure there were no problems in the Novato Water System. Mr. DeGabriele informed the Board that the on-call employee and another construction employee volunteered their time after hours working in Napa from 5pm-10pm all of last week to help assist and repair the Napa Water System.

Mr. Clark advised the Board that over the 3-day holiday weekend the emergency on-call crew received a call around 11pm on Sunday night about a main break on Ridge Road. He stated that it took all night and into Monday to fix the break and that there was over 145K gallons of water lost. He stated that 13 residents were affected with damage from the mud and silt resulting from the break and that maintenance staff will be going out to clean up the area. Mr. Clark informed the Board of another main break that occurred at 4am Tuesday morning on Arthur and Indian Valley Road, having limited effect on customers or the environment as the water ran down the road into the

gutter into the creek. He stated that there was no reportable discharge in respects to the new permitting responsibilities and that over 235K gallons of water was lost as a result of the break.

Pablo Ramudo, Water Quality Supervisor, advised the Board that in the Ridge Road break, 59 customers were out of water. He stated that laboratory staff collected samples after the line was fixed and provided customers in the area with a flyer that alerted them about the compromised water quality. He stated that there was no indication of contamination and that the line was flushed out. He noted that a sample was collected today and will be read tomorrow and if there are no signs of contamination, laboratory staff will deliver cancellation of the water quality alert to all customers affected. Mr. Ramudo advised the Board that staff notified the California Department of Public Health of the water outage.

Director Fraites stated that he was one of the 59 customers without water and informed the Board and staff that the construction crew was exceptional and all the customers were impressed with the crew's politeness and ability to get the job done so quickly. He commended the crew and the District staff for a job well done.

President Rodoni asked if the main breaks might have been due to the earthquake. Mr. Clark stated that he believes they are stress fractures and that the District's engineers are still investigating the reasons for the break.

CONSENT CALENDAR

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

INN MARIN QUITCLAIM

The District performed cross-connection and meter improvements on existing facilities at the Inn Marin and relocated one fire hydrant. The project necessitated new easements overlapping some existing easements. It was more cost effective to survey all water facilities and post same on a single new document. In order to properly remove a portion of the old easement encumbering said parcel, the District must record a quitclaim. The Board approved quitclaim for APN 160-161-12 and authorized the General Manager to execute the quitclaim.

ACTION CALENDAR

REQUEST FOR ADDITIONAL BILL ADJUSTMENT – 45 BOGEY LANE

Mr. Bentley advised the Board that Ms. Kientz was invited to attend the meeting tonight via phone message and she is not present. He stated that she had a leak on her property, using 53K gallons of water and had repaired the leak. He stated that Ms. Kientz received a water bill for \$411.

Mr. Bentley advised the Board that Ms. Kientz provided receipts for her repair, water bill and pictures of the leak being repaired.

Director Schoonover noted that the total bill included a lot of other items that had nothing to do with the leak.

Mr. Bentley stated that Ms. Kientz has been a customer since 1962 and has a good payment history. He advised the Board that according to Board policy customers may receive one bill adjustment in a 24-month period and Ms. Kientz received an adjustment last year. He noted that staff gets frequent calls about leaks and have denied other customers who have previously received a bill adjustment in the 24-month period and believes that the Board shouldn't set precedence for future customers. He provided the Board with three options: let the bill stand at \$411, grant another bill adjustment of \$181, or give some sort of an adjustment in the amount of \$0-\$180. Mr. Bentley advised the Board that staff recommends keeping the bill at \$411.

Director Petterle asked if Ms. Kientz came to the Board for her first adjustment last year. Mr. Bentley replied no and stated that the adjustment was issued under the Board policy by staff. He stated that it was a high bill and staff performed a water audit but was unable to determine the cause and that it was a larger bill adjustment than now requested.

President Rodoni asked if it was a rental. Mr. Bentley stated that the house was in the same last name but he was unsure.

President Rodoni stated that he understood the Districts' concern about setting precedence and believes that the Board should adhere to the policy with the one-time adjustment in a 24-month period.

On motion of Director Baker, seconded by Director Schoonover and unanimously carried, the Board concurred with the staff recommendation and denied the bill adjustment request, letting the bill stand at \$411.

STP TRANSMISSION LINE EVALUATION CONTRACT – PURE TECHNOLOGIES

Mr. McIntyre advised the Board that the Stafford Treatment Plant (STP) transmission main was installed in 1951 for the purpose of delivering water from STP to the District's Zone 1 water service area. He stated that the purpose of the inspection is to determine the current pipe condition and assess the remaining life. He noted that the pipe is approximately 13,800 feet of 24-inch and 18-inch concrete cylinder pipe. Mr. McIntyre informed the Board that a Request for Proposal was mailed out in October 2013 to five companies and two companies returned proposals, Pure Technologies and Echologics.

Mr. McIntyre advised the Board that Pure Technologies is proposing their “Sahara” system, which is a cable tethered camera with audio inspection for leak detection. He stated that it will also provide an interior video inspection along with leak finding capabilities. He informed the Board that Pure Technologies has previously worked for Sonoma County Water Agency. Mr. McIntyre requested the Board approve award to Pure Technologies and execute an agreement for \$120K.

President Rodoni asked about the table included in Mr. McIntyre’s memo showing with the cost of the proposals. Mr. McIntyre explained that Pure Technologies provided a range of proposals for different types of work to be done from \$56K to \$270K. He noted that the District chose the \$120,000 proposal which includes visual and acoustic testing.

Director Baker asked how the \$120K compared to Echologics proposal of \$168K. Mr. McIntyre informed the Board that Echologics proposal did not include a visual inspection.

Director Baker asked which points of entry the District would be using. Mr. McIntyre explained that staff should be able to monitor the entire pipe line depending on where the turnouts, blow-offs and valves are located.

On motion of Director Fraithe, seconded by Director Petterle and unanimously carried, the Board approved award of contract to Pure Technologies, Inc. and authorized the General Manager to execute an agreement with Pure Technologies, Inc. for \$120,000 and set aside a contingency reserve of \$30,000 for the work.

INFORMATION ITEMS

FOURTH QUARTER FY 13/14 – WATER QUALITY REPORT W/ QUARTERLY BACTERIOLOGICAL MONITORING REPORT

Pablo Ramudo, Water Quality Supervisor provided the Board with the Fourth Quarter FY13/14 Water Quality Report with the Quarterly Bacteriological Monitoring Report. He stated that in the Novato System, Stafford Lake water was used as a source of drinking water during the 4th quarter of the fiscal year. He advised the Board that algae from the raw water intake were identified and enumerated and the numbers were low for the period. He noted that water clarity was very good during the period and there were no taste or odor problems. Mr. Ramudo stated that of the 254 routine samples collected for compliance with the Total Coliform Rule, there were no coliform positive samples, chlorine residual was adequate and disinfection byproducts were moderate this quarter.

Mr. Ramudo advised the Board that in the Point Reyes System, the raw water quality was good throughout the quarter. He stated that the salt water intrusion was fairly low and near the historical baseline level. Mr. Ramudo discussed the presence of lead and copper in the water in

Point Reyes. He informed the Board that the District is under a tri-annual monitoring system for lead and copper and in 2014 was required to collect 10 samples from customer homes. He noted that there is no lead or copper in the water distributed but leaches from the fixtures and plumbing and can be detected at the tap after the water meter. Mr. Ramudo informed the Board that staff is working with California Department of Public Health Services outlining the responsibilities of the District. He advised the Board that the District has the option to conduct a corrosion control study over the next 2.5 years and would entail collecting 40 samples in 2015 and if the 90th percentile of samples are below the action limit, the District would not be obligated to complete the study. He noted that the District could be required to install a corrosion control system in the Pt. Reyes Water System.

Director Baker asked if the District has previously installed a corrosion control system. Mr. Ramudo noted that in the Novato Water System staff is able to control corrosion by raising the pH levels.

President Rodoni asked if the houses sampled are older. Mr. Ramudo stated that the houses have been built between 1957 and 1982 as the Environmental Protection Agency (EPA) has indicates is the period of time when the building materials were more likely to have lead and copper constituents. Mr. Ramudo advised the Board that there is a very small amount of lead in the samples.

Mr. Ramudo advised the Board that iron and manganese removal was excellent in West Marin and neither of the metals were detected and out of the 23 samples collected for compliance with the Total Coliform Rule, there were no positive coliform samples and chlorine residuals were adequate for the quarter.

Mr. Ramudo informed the Board that the Deer Island Recycled Water Facility was operated for several days in April to provide recycled water to the North Novato area while Novato Sanitary District was temporarily unable to produce recycled water. He stated that the water quality was good and there was no samples having coliform bacteria.

Mr. Ramudo discussed the incident that occurred in Toledo, Ohio last month regarding the declaration of unsafe drinking water. He stated that declaration was made due to a toxin produced in Lake Erie algae which was found to be above health guidelines. Mr. Ramudo informed the Board that Stafford Lake produces this particular algae, one of the species responsible for taste and odor problems, but does not reach the population sizes observed in Lake Erie. He reassured the Board that Stafford Lake has had blooms of this algae and have tested it and not found the toxin. He noted

that the toxin is easily removed by chlorination and granular activated carbon adsorption when the concentration is moderate.

Director Baker thanked Mr. Ramudo for the additional information on the water quality report.

FY 14 – OPERATIONS/MAINTENANCE YEAR END REPORT

Robert Clark, Operations/Maintenance Supervisor provided the Board with the FY14 Year End Report. He informed the Board that the Operations/Maintenance staff received a lot of help from the Construction/Maintenance crew with flushing and tank cleaning this year. He stated that all end lines were flushed. Mr. Clark advised the Board that the Treatment Plant completed a project to improve the sand fluidization system and adjustments to the polymer mixture which resulted in a 50% reduction of sand use at Stafford Treatment Plant. He noted that the Treatment Plant got a late start in production due to the low volume of water and will be shut down around the week of September 15th. Mr. Clark advised the Board that staff is currently working with a consultant to produce better tasting water and is reviewing preliminary results.

Mr. Clark advised the Board that District staff is back in control of all facilities in Oceana Marin and has begun work on varied maintenance items. He stated that the water quality staffing augmentation was completed with a temporary lab assistant while one of the chemists was out on leave.

Mr. Clark stated that the maintenance staffing levels have been consistent over the past year and received continued help from the Operations staff on spring clean-up and backflow program activities. He reminded the Board that he has bid proposals coming in regarding the testing of fire services. Mr. Clark informed the Board that the Electrical/Mechanical designed, built, installed and started up a replacement remote telemetry unit for the Oceana Marin facilities and installed tank access security controls for 16 tank locations. He advised the Board that the Buildings and Grounds crew completed annual inspection of the landscape plantings and irrigation for the recycled water south, Leveroni Creek restoration and the Palmer Tank, Center Road Tank, and Amaroli Tank Projects. He praised Joe Cilia for his job well done on keeping the grasses and willows alive on the Leveroni Creek.

WATER CONSERVATION YEAR END REPORT (JULY 2013 THROUGH JUNE 2014)

Ryan Grisso, Water Conservation Coordinator, provided the Board with the Water Conservation Year End Report. He spoke about the positive highlights throughout the year. He stated that the Water Smart Home Survey participation more than doubled, the High-Efficiency Toilet Replacement Program increased by 46%, and the Cash for Grass Program had 52 projects. He noted that as of January 1, 2014, customers can only purchase a high efficiency toilet.

Director Baker asked if the number of Cash for Grass rebates are all completed projects. Mr. Grisso stated that they were all completed and paid.

Mr. Grisso stated that the toilet giveaway was a big success with over 600 people requesting toilets. He stated that 466 toilets were given away in Novato and 25 more in West Marin.

Mr. Grisso advised the Board that the District has sent out three newsletters including the winter *WaterLine* which alerted customer about the drought, held an eco-friendly garden tour, manned a booth at the Tour of Novato, and participated in other workshops. He noted that most of the budget this year with expended bigger rebates and that the District did receive \$47K from grant reimbursement.

Mr. Grisso provided the Board with a history of the District's Toilet Replacement Program. Director Baker praised Mr. Grisso and said that the information was very helpful and he had done a great job with the provided information.

Director Fraites stated that he was happy to see the Cash for Grass Rebate increase and questioned if Homeowners Associations were having issues with residents wanting to remove grass. Mr. Grisso stated that the District has been having issues with Homeowners Associations but are pretty aggressive about approaching them.

YEAR END PROGRESS REPORT – ENGINEERING DEPARTMENT

Drew McIntyre provided the Board with the Engineering Department FY13/14 Year End Report. He advised the Board that for the majority of last year, engineering staff worked on the plans and specifications for the Atherton Tank Rehabilitation Project, the Gallagher Pipeline Project and the Aqueduct Energy Efficiency Project (AEEP). He informed the Board that at the next meeting in September, the Board will receive a project update from Ken Sinclair of The Covello Group about the AEEP. Mr. McIntyre advised the Board that with respect to the budget, Novato water only spent half of what was budgeted, Recycled Water spent two times what was budgeted and West Marin spent approximately 51%. He informed the Board that the reason for not spending the budget in the Novato system was because expenditures for the AEEP were less than expected. Mr. McIntyre stated that with respects to Recycled Water additional funds were expended for the South Service Area expansion and in West Marin the expenditures were less because of the delays with the Solids Handling Project due to permitting issues. He stated that at the beginning of the fiscal year there were 37 projects and ended the year with 44. Mr. McIntyre advised the Board that staff is waiting to hear about the Coast Guard Housing Facilities with property and if the District can expand the current easements.

Director Baker asked if the District has the rights to carry forward the property rights with the new enterprise at the Point Reyes Coast Guard Hosing facility. Mr. McIntyre stated that the District does have easements from the federal government which would be transferred to any new property owner. He noted that the District is trying to improve and expand the easements in the process.

President Rodoni asked if government entities get first choice in the property. Mr. DeGabriele stated that he didn't know whether the federal surplus regulations are the same as the state regulations. He stated that the County knows what the District wants but is having a hard time communicating with the Coast Guard as well.

President Rodoni suggested that the Board and staff be more proactive in pursuing the transfer of Coast Guard properties. Mr. DeGabriele stated that he would investigate the issue more thoroughly.

TEMPORARY URGENCY CHANGE ORDER

Mr. DeGabriele advised the Board that two Temporary Urgency Change Orders were adopted by the State Board on Monday. He stated that the first was issued to the Sonoma County Water Agency on the Russian River and Dry Creek, enabling minimum in stream flows in the upper Russian River to be lowered to 50 cubic feet per second (cfs) and in the lower Russian River down to 60cfs. He informed the Board with the lowered in stream flows there is projected to be an additional 4,000AF of water in Lake Mendocino between now and November 1st. Mr. DeGabriele advised the Board that Term 17 of the Order, outlines additional water conservation requirements, requiring SCWA to develop a water demand reduction plan achieving 20% reduction in the baseline water demand. He informed the Board that he will be meeting with the Ad Hoc Committee after next week's Technical Advisory Committee meeting to discuss if any further water use restrictions will be needed.

Mr. DeGabriele informed the Board that the second Temporary Urgency Change Order was issued to Mendocino County Russian River Flood Control and Water Conservation Improvement District. He stated that this order enables SCWA to comply with the minimum in stream flows by requiring the Mendocino District to provide real time forecast of diversions to SCWA. He noted that it also requires a 25% reduction in Mendocino District contract deliveries and requires development of long-term drought contingency plan. Mr. DeGabriele informed the Board that this order also adds the State Water Resources Control Board standard permit Term U requiring a minimum 20% reduction in baseline water demand, including on-farm conservation.

Mr. DeGabriele advised the Board that Sonoma County Water Agency did not intend to file another petition but received political pressure to do so and only filed after Mendocino County filed.

He noted that with the requirements of Mendocino County, there is estimated to be an additional 4,000AF of storage in Lake Mendocino on November 1st. Mr. DeGabriele advised the Board that as of yesterday, Lake Mendocino held 32,000AF. He noted that the flow restrictions will benefit Mendocino and should not affect the fisheries. He stated that Lake Sonoma currently holds 156,000AF, 63% capacity.

President Rodoni stated that he is happy that Mendocino was asked to do similar things and be a part of the petition.

Director Baker asked if Mendocino was reluctant to file a petition. Mr. DeGabriele stated that Mendocino was not reluctant but the state was reluctant to bring them on board and now it puts obligations on Mendocino to perform.

MARIN COUNTY CLUB GOLF COURSE 2014 RECYCLED WATER FEASIBILITY STUDY UPDATE – DRAFT REPORT

Mr. McIntyre reminded the Board of the initial Marin Country Club (MCC) Recycled Water Feasibility Study which was approved by the Board in September 2004. He noted that almost ten years has elapsed since the original Feasibility Study and in 2013 MCC requested an update to incorporate recent recycled water expansion in the Novato North and South Service Areas and develop new updated costs associated with potential expansion of recycled water to MCC Golf Course. Mr. McIntyre stated that in early January the Board authorized staff to update the 2004 MCC Feasibility Study. He advised the Board that in May 2014 the draft Feasibility Study was completed by Ed Nute from Nute Engineering and has subsequently been undergoing review by both MCC and District staff. Mr. McIntyre asked Ed Nute to give an overview of the report to the Board and stated that MCC has expressed initial interest in joint participation in the Recycled Water Central Service Area expansion project with the intent to construct an Ignacio Area Extension. He informed the Board that he and Mr. DeGabriele will have more meetings with MCC in the upcoming weeks and could potentially have a draft Memorandum of Understanding for the Board at the first meeting in October.

Ed Nute from Nute Engineering provided the Board a slideshow presentation on the Draft Report of the Marin County Club Golf Course 2014 Recycled Water Feasibility Study.

NBWA MEETING – SEPTEMBER 5, 2014

Director Fraites advised the Board that he will be attending the North Bay Watershed Association meeting on Friday, September 5th.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements and Marin County Fish and Wildlife Commission Newsletter.

The Board received the following news articles: Suggestions for drought tolerant plants, Drought prompts Marin water districts to clamp down on irrigation systems and State extends review of \$25B delta plan.

ADJOURNMENT

President Rodoni adjourned the meeting at 9:26 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