

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 7, 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, Auditor-Controller David Bentley and Chief Engineer Rocky Vogler.

District employees Jeffrey Corda (Sr. Distribution/ Treatment Plant Operator), Robert Clark (Maintenance/Operations Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES FROM REGULAR MEETING – OCTOBER 3, 2017

Director Baker corrected John Stuber's profession to read Licensed Land Surveyor.

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

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

NOES: None

MINUTES FROM REGULAR MEETING – OCTOBER 17, 2017

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

WAC Meeting

Mr. McIntyre advised the Board that he attended the WAC meeting with Directors Baker and Grossi, and informed the Board that there was a lengthy discussion with water contractors impacted by the October 8th fire storm event. Director Baker stated that he was proud of the impacted agencies for having water consistently available. Director Grossi added that there was a lot of discussion on water quality monitoring the next couple of months due to run-off etc. Mr. McIntyre

stated that SCWA will monitor water quality frequently and will revise operation of their supply wells along the Russian River if necessary.

Nicasio Potable Water

Mr. McIntyre informed the Board that he met with Supervisor Rodoni and MMWD to continue the discussion for options to truck potable water for the Nicasio community. Director Fraites stated that a winery was supposed to open out there and Mr. McIntyre advised that it would be at the Gallagher Ranch.

Upcoming Meetings

Mr. McIntyre advised the Board that he would be attending the third Pt. Reyes Coast Guard Housing working group meeting next week, a brown bag lunch meeting with the North Marin chapter of the Marin Conservation League on November 14th, a Tour of the Dry Creek Habitat on Thursday, November 16th and a Flood Control Zone 1 meeting on the evening of November 16th.

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 there was no response.

QUARTERLY FINANCIAL STATEMENT

Mr. Bentley provided the Board with the Quarterly Financials stating that Novato water consumption was up 13% compared to one year ago which financially generated a net income of \$1.85M. David advised the Board in the first quarter the District received over \$700K in connection fees from the 58 unit complex for seniors in Hamilton. Mr. Bentley stated that Novato Recycled Water was up 8% in consumption and is expecting over \$3.1M in additional state revenue grant funds for the recycled water projects. Mr. Bentley stated that in West Marin consumption was up 16%. He stated that operating costs were up 10% due to unanticipated Gallagher Well rehabilitation costs. He noted that the West Marin water system ended the quarter with \$1.3M in the bank. Finally, Mr. Bentley stated that in Oceana Marin, the system ended the quarter with a cash balance of \$384K and added one new customer to the system.

CONSENT CALENDAR

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

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

NOES: None

WATERLINE NEWSLETTER FALL 2017 NOVATO, VOLUME 18, ISSUE 39

The Board approved the Fall 2017 Novato *WaterLine*, Volume 18, Issue 39.

FINAL ANNUAL REPORT FISCAL YEAR 2016-17

The Board approved the revised Annual Report for Fiscal Year 2016-17.

DESIGNATE VOTING DELEGATE TO THE ACWA 2017 FALL CONFERENCE AND AUTHORIZE VOTE IN SUPPORT OF PROPOSED ACWA BYLAWS AMENDMENT

The Board authorized the Auditor-Controller to be the District's Voting Delegate at the upcoming ACWA Fall Conference and authorized to vote in the affirmative for the proposed ACWA Bylaws Amendments.

ADOPT HAZARD MITIGATION GRANT PROGRAM RESOLUTION – PROJECT SUBAPPLICATION OCEANA MARIN TREATMENT AND STORAGE POND REPAIR

The Board approved Resolution 17- 23 entitled: "Authorizing Resolution" which authorized the General Manager to authorize and direct to execute and file an application for the Hazard Mitigation Grant Program and Pre-Disaster Program with the California Governor's Office of Emergency Service for the Oceana Marin Treatment and Storage Pond Repair project.

ACTION CALENDAR

AWARD CONSTRUCTION CONTRACT TO WILDCAT ENGINEERING: RECYCLED WATER CENTRAL ONSITE PRIVATE RETROFIT PROJECT

Mr. Vogler requested that the Board approve a construction contract award to Wildcat Engineering to convert 36 customers currently using potable water for irrigation to recycled water. He advised the Board that bids opened for this project on September 21 and there were five contractors at the pre-bid meeting. He stated that of those five contractors two bids were submitted. Mr. Vogler stated after reviewing the bids, staff found Wildcat's bid to be responsive and noted that Wildcat Engineering has done previous work for the District. He requested that the Board award contract to Wildcat Engineering and authorized the General Manager to execute an agreement with Wildcat for \$564,675 plus \$56,000 contingency to perform onsite retrofits for the Recycle Water Central project.

Director Joly asked why there was such a large increase in the project cost from July to October. Mr. Vogler responded that the earlier estimates on the total project costs did not include the bidding contingencies and actual contractors cost. Mr. McIntyre added that back in May 2015 the costs were conceptual with no detailed designs and included \$9.9M in estimated District funds. He noted that while construction costs have increased, additional federal and state grant funds have been obtained so the overall District contribution has not increased.

On motion of Director Baker, seconded by Director Fraites, the Board approved the award of the Recycled Water Central Onsite Private Retrofit Project construction contract to Wildcat Engineering and authorized the General Manager to execute an agreement with Wildcat Engineering by the following vote:

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

NOES: None

FOLLOW-UP TO REQUEST FOR BILL ADJUSTMENT – 265 SADDLEWOOD DR.

Mr. McIntyre reminded the Board that during the October 3rd meeting a bill adjustment was considered for Ms. Harris at 265 Saddlewood Dr. He noted that during that time only three of the five Board members were present and although three members were enough for a quorum, he was advised by District council that there needs to be majority of the full Board members, not those present. Mr. McIntyre informed the Board that the credit has already been issued to Ms. Harris. He therefore recommended the Board approve to keep the adjustment already issued.

On motion of Director Joly, seconded by Director Fraites, the Board confirmed the \$275 Bill Adjustment Credit already issued to Ms. Harris by the following vote:

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

NOES: None

FIRE DISASTER LEAVE FOR EMPLOYEES

Mr. McIntyre advised the Board that following the catastrophic event of the early October North Bay fires where approximately 15 of the District employees were impacted by the event, he authorized those employees to use sick leave. He stated that he is requesting the Board adopt a Resolution for the one-time fire disaster to provide paid time off for eligible employees and added that this adjustment would not require a budget augmentation.

Director Baker asked if the District has provided any leave like this in the past. Mr. McIntyre responded no.

On motion of Director Joly, seconded by Director Fraites, the Board adopted Resolution 17-24 entitled: "Resolution Of The Board Of Directors Of North Marin Water District Resolution Approving Fire Disaster Leave for Employees Who Were Adversely Affected By the Fires in Sonoma And Napa Counties During The Week Of October 9th - 13th 2017" providing paid time off ("Fire Disaster Leave") for employees who were directly impacted by the North Bay fires by the following vote:

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

NOES: None

Director Baker suggested that staff consult with the District's Legal Counsel to produce a policy regarding future disasters. Director Fraites concurred.

INFORMATION ITEMS

WATER CONSERVATION QUARTERLY UPDATE (JULY – SEPTEMBER 2017)

Mr. Vogler provided the Board with the Water Conservation Quarterly update and stated that participation is declining possibly due to no drought restrictions. He noted that staff has been doing a lot of work messaging with local retailers regarding the washing machine rebates. Mr. Vogler noted that the Water Smart Home Surveys continues to be very effective in educating customers on conservation programs and practices.

QUARTERLY PROGRESS REPORT – ENGINEERING DEPARTMENT

Mr. Vogler provided the Board with the quarterly progress report stating that the total fiscal year budget is \$17.7M, but the forecasted budget is \$13.1M. He stated that there are an estimated 31 projects in the budget and 6 more projects were added. He advised the Board that additional funding may be necessary for the Center Road Pipeline project and concrete apron repair work that is needed on the face of the Stafford Lake dam.

Director Baker asked for the timeline of completion for the Center Road project. Mr. Vogler stated that it is 90% complete with the balance of the work focusing on tie-ins and water quality testing.

Director Joly asked if the budget forecast includes all 37 projects. Mr. Vogler answered yes.

Director Grossi opined that moving forward into the next year costs are going to rise above engineering estimates due to the impacts of the fires etc.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, John Stuber Obituary, SCWA – Multiple Local Agencies Act to Prevent Post-Fires Floods, Pollution, Salinity Notices, and SMSWP WaterSense Award.

The Board also received the following news articles: Sonoma concerned that toxic ash from fire could hurt water quality, What the coming La Nina means for California rains, Novato’s Measure E tax sets flood control as a priority, Information sessions set on water rate hike, Researchers propose an open ‘internet of water’ tracking use, quality and costs, Marin resident to head Golden Gate National Recreation Area, Point Reyes winemaker wins permit appeal, Pension change reflects prudent fiscal outlook, and Marin County pension contributions to rise.

The Board received the following miscellaneous item at the Board meeting: NBWA Agenda – November 3, 2017.

Mr. McIntyre introduced Jeff Corda, Sr. Distribution/Treatment Plant Operator and Chair of the Employee Association to the Board of Directors and thanked him for coming.

Director Fraites provided a summary of the North Bay Watershed Association meeting and stated that there was a discussion on the fire recovery and impacts to SCWA.

Mr. Clark stated that he attended the Marin County Storm Meeting and that there a prediction of an equal chance of a La Nina or El Nino this year.

CLOSED SESSION

President Petterle adjourned the Board into closed session at 7:49 p.m. in accordance with California Government Code Section 54957 for Public Employment, Title: District Secretary

OPEN SESSION

Upon returning to regular session at 8:03 p.m., President Petterle stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

ADJOURNMENT

President Petterle adjourned the meeting at 8:04 p.m.

Submitted by



Katie Young
District Secretary