

NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 18, 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, and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

Ken Sinclair, Vali Cooper & Associates employee, District employees Carmela Chandrasekera (Associate Engineer), Pablo Ramudo (Water Quality Supervisor), Robert Clark (Operations/Maintenance Superintendent), and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES

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

GENERAL MANAGER'S REPORT

Recycled Water Subcommittee

Mr. DeGabriele informed the Board that he met with Novato Sanitary District's General Manager to set up a Recycled Water Subcommittee Meeting. He stated that the meeting would be on December 17th at 3 p.m. and Directors Baker and Schoonover will be attending. He noted that at the next Board meeting he would provide a draft agenda of what will be discussed at the meeting.

Director Baker requested a reminder email about the subcommittee meeting.

Streambed Alteration Agreement

Mr. DeGabriele informed the Board that he will be submitting the Streambed Alteration Agreement to Fish and Wildlife for monitoring the Gallagher Well and Pipeline Project and will cost approximately \$5K.

Administrative Civil Liability Complaint

Mr. DeGabriele advised the Board that he, Robert Clark and Pablo Ramudo met with the San Francisco Regional Board staff regarding the Administrative Civil Liability Complaint for the Wild Horse Valley Tank overflow which occurred in May. He stated that the discussions are confidential but hopefully the District's goals can be met to reasonably fulfill the requirements.

U.S. Coast Guard Housing

Mr. DeGabriele advised the Board that he reviewed the bill language that Congressman Huffman and Senator Boxer are proposing for the U.S. Coast Guard Housing Facility sale and provided his concerns to Congressman Huffman's aide about the language that stated that the property would revert back to the Coast Guard if it was no longer used for affordable housing.

Lifting of Curtailment

Mr. DeGabriele informed the Board that the diversion curtailment in the Russian River Watershed has been lifted due to water demands diminishing and the less likelihood of impact from direct diversions. He stated that the state wanted to lift the curtailment so the ranchers and farmers can fill their off-stream storage ponds to be ready for next season.

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. McIntyre informed the Board that the evaluation of the Stafford Treatment Plant Transmission Pipeline will begin tomorrow. He stated that an outside firm will be launching an acoustical and video monitor in the pipeline to view the pipe and listen for leaks. He noted that the District's construction crew will be assisting with traffic control and pipeline location. Mr. McIntyre stated that a demonstration will be set up Friday the 21st from 1-2 p.m. at DogBone Park on Novato Blvd. He noted that outreach was made to other local agencies and Novato Sanitary, Marin Municipal Water District and City of Napa will be joining the demonstration. Mr. McIntyre informed the Board that the project will run through the weekend and hopefully be completed no later than Monday morning.

Director Schoonover asked what the total cost of the project was. Mr. McIntyre stated that it would be \$130K for the project and approximately \$50K for the construction crew's time. He noted that the project has a not-to-exceed-limit of \$200K.

Director Baker asked about the acoustics and if the project would be completed with a dry pipeline. Mr. McIntyre stated that the water will be flowing and the device will be tethered to a cable that moves through the water. He noted that the acoustics will be able to detect any leaks through high frequency noises.

Pablo Ramudo, Water Quality Supervisor, advised the Board that because of the Stafford Treatment Plant pipeline investigation project, the reverse flow in the water mains caused sediments to stir up and dirty water complaints in downtown Novato. He stated that staff received approximately 25 complaints in the Zone 1 area near Novato High School and the Presidents Area.

Director Fraites provided a copy of an article from an Audubon magazine regarding lawn removal and what items to replace the lawn with. He stated that the article suggests replacing lawn with native plants and oak trees to attract native birds and insects. He advised the Board that he spoke with Ryan Grisso, Water Conservation Coordinator, about implementing this into the District's Regulations as a positive outcome for the removal of lawn.

Mr. DeGabriele advised the Board that staff is starting to review all of the District's Regulations in-house and will bring the Regulations to the Board for review and Regulation 15 – Water Conservation is appropriate to consider the Audubon suggestions.

Katie Young reminded the Board about the District Holiday Party on December 6th at the Petaluma Elks Lodge from 6 p.m. – 10 p.m. and provided the Board members with a final copy of the FY2013/14 Annual Report and new updated Board Policy binders.

President Rodoni stated that he and Mr. DeGabriele attended the Sonoma County Water District's Water Education Center Groundbreaking ceremony and received a tour of the fish ladder construction project.

MONTHLY PROGRESS REPORT

Mr. DeGabriele provided the Board with the Monthly Progress Report for October. He stated that water production in Novato and West Marin is down significantly compared to last year and that Stafford Lake is at its lowest level. He stated that the total amount of rainfall at the end of October was 1.4". Mr. DeGabriele advised the Board that in Oceana Marin, the freeboard at the treatment and storage ponds are in good shape and ready for a big storm to fill the ponds. He informed the Board that good safety performance continues and he thanked Robert Clark for his work as the Safety Director and all of the staff for practicing good safety. Mr. DeGabriele stated that the water conservation rebates are higher than last fiscal year and the Cash for Grass, Water Smart Home Survey and Toilet Rebates have had a lot of participation. He noted that in the Summary of Complaints and Service Orders, complaints are up 35% for the month due to an increase in service leaks and service leaks on the consumer side.

Mr. Bentley provided the Board with the Monthly Report of Investments and stated that at the end of October the District has a cash balance of \$14.1M and the weighted average portfolio is earning 0.48%.

ACTION CALENDAR

AEEP REACHES A-D/MSN B3 PROJECT: APPROVE CONSTRUCTION CONTINGENCY CEILING INCREASE

Drew McIntyre reminded the Board of the contract awarded to Ghilotti Construction Company for \$12,275, 517 for construction of the AEEP Reaches A-D/MSN B3 project. He noted that the Board also authorized a contingency of \$615,000 (5% of the contract value). He advised the Board that there has been approximately 35 change orders processed so far and he is recommending a change to the ceiling of the contingency amount. He stated that with various anticipated change orders the amount will be over the allotted 5% and recommends the contingency level be raised to 10%. Mr. McIntyre informed the Board that the bulk of the anticipated change orders are associated with work that will be funded primarily by CalTrans and are due to increased costs associated with delayed construction work on other related project elements.

Director Baker asked if the District has a good relationship with CalTrans and if the increased costs of the project are going smoothly. Mr. McIntyre responded that overall the project has gone smoothly but from an administrative stand point, Construction Manager Ken Sinclair has made sure there has been a paper trail documenting of every individual change order along with the funding percentages.

President Rodoni asked if the change order requests made by CalTrans but run through the District, does the District get to add on cost of staff's time? Mr. McIntyre stated that staff is charging time when there is a change order.

On motion of Director Petterle, seconded by Director Baker and unanimously carried, the Board approved a construction contingency cost ceiling increase from \$615,000 to \$1,230,000.

INFORMATION ITEMS

GALLAGHER WELL PIPELINE PROJECT – FINAL CONSTRUCTION UPDATE

Carmela Chandrasekera provided the Board with a PowerPoint Presentation outlining the completion of the Gallagher Well Pipeline Project. She stated that the project constructed by Team Ghilotti, of Petaluma, includes a 5,200 lineal feet of 12" pipe and the steel pipeline bridge crossing at the Gallagher Ranch. She advised the Board that the project is entirely funded by Safe Drinking Water Grants, at \$1.486M and that Team Ghilotti's contract is \$1.039M. Ms. Chandrasekera provided several photographs of the project work for the Board.

Director Baker asked if the County has signed off on the paving restoration. Tony Arendell stated that he has a good relationship with Larry Lewis at the County and stated that he was very happy with the Gallagher Well Pipeline Project. Ms. Chandrasekera advised the Board that staff

took precautions and had Team Ghilotti take pre-construction pictures and made sure Mr. Lewis was involved in the project. She noted that before the project started there was discussion about the different thickness of the paving with the County and agreement to replace 6" thickness.

The Board was very complimentary of the contractor and District staff, especially on traffic control and congratulated staff on the project completion.

FIRST QUARTER FY 14/15 – WATER QUALITY REPORT

Pablo Ramudo, Water Quality Supervisor, provided the Board with the First Quarter FY14/15 Water Quality Report. He advised the Board that all of the water served to the Novato and West Marin communities met federal and state primary and secondary water quality standards. He stated that the Stafford Lake water was used as a source of drinking water until September 16th and that algae from the raw water was enumerated and were low for this time of year.

Mr. Ramudo advised the Board that the water quality expert the District had contracted, Mike McGuire, to help provide taste and odor strategies had to resign due to family issues. He noted that Mr. McGuire had already started compiling data and that the District is going to contract with another well respected consultant, SRT, to finish the work.

Mr. Ramudo stated that Stafford Treatment Plant had great performance in the quarter, having total organic carbon removal above the 35% requirement of the Enhanced Surface Water Treatment Rule and the majority of the TOC removal was accomplished through optimized coagulation and filtration. He stated that of the 243 samples collected for compliance with the Total Coliform Rule in Novato, there were no positive samples and the chlorine residual concentrations were good throughout the system.

Mr. Ramudo stated that in Pt. Reyes the water quality parameters affected by salt water increased due to salinity intrusion and the sodium ranged from 29-65mg/L. He informed the Board that the bromide ranged from 0.10-0.89mg/L. He advised the Board that treatment was optimal throughout the quarter and iron and manganese removal was excellent; neither of the metals were detected in the treated water. Mr. Ramudo stated that of 24 samples collected for routine monitoring none were positive for coliform bacteria.

Mr. Ramudo stated that the Deer Island Recycled Water Facility operated a few days in the quarter while the Davidson Street Plant was inactive and all samples were absent of coliform positives.

Mr. Ramudo reminded the Board that with the exceedance of lead in Pt. Reyes there were a number of steps the District had to take to stay in compliance with the rule, one being to issue an

education letter instructing customers how to reduce the lead intake. He stated there was a good response from customers and there have only been 20 requests to do additional sampling.

Director Baker asked if customers whom requested additional sampling had health issues. Mr. Ramudo stated that no health effects have been reported to the District.

OPERATIONS/MAINTENANCE – FIRST QUARTER 2014/15 UPDATE

Robert Clark, Operations/Maintenance Supervisor, provided the Board with the first quarter FY14/15 report for the Operations/Maintenance Department. He informed the Board that the District performs hearing test for those employees who work in noisy areas such as construction and maintenance. He stated that only two employees have impaired hearing which was caused when they were younger. Mr. Clark complimented staff on utilizing personal protective equipment, especially hearing protection and advised the Board that recent hearing tests show no change from baseline levels for tested employees.

Director Schoonover asked how often the District tests employees and if there have been changes in employees hearing. Mr. Clark responded once a year and there have not been any significant changes in employees hearing since the base year of testing.

Mr. Clark advised the Board that in the maintenance department, staff tries to remain below 20% for unplanned repairs and this last quarter they were at 6%.

NBWRA UPDATE – OCTOBER 27, 2014

Mr. McIntyre provided the Board with a North Bay Water Reuse Authority update from the October 27th meeting. He noted that Director Schoonover and Director Baker were both in attendance at the meeting. Mr. McIntyre stated that the budget is on track and that Phase 1 member agencies have spent approximately 73% of the \$25M grant funds and that four agencies still have projects to be completed. He stated that Napa Sanitary District, Sonoma Valley, Novato Sanitary District and North Marin Water all have funds still available. He noted that some of the agencies will not need the grant funding and that the remaining four agencies will meet to reallocate the remaining funds. Mr. McIntyre stated that it was good news for the District as it could have potential to get grant funding for the extension of Recycled Water to the Ignacio service area. He noted that all projects must be completed by 2018 for the grant funding.

Mr. McIntyre advised the Board that the NBWRA Board did unanimously approve a resolution supporting Proposition 1.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, Mandated Cost Reimbursement, Update- Bill Payment Options, Ltr. to City Manager Michael Frank, Ltr. to Superintendent Cunningham and Salinity Notices (11/06).

The Board also received the following news articles: Healdsburg voters support fluoride, Keeping tabs on North Coast's water use, Making Chemistry Green, Point Reyes hails affordable housing plan, Novato schools superintendent to retire in June, and Huffman bill paves way for affordable housing in Point Reyes.

The Board received the following miscellaneous item at the Board meeting: NMWD Safety Bravo (Kurfirst), Lifting of Curtailments in the Russian River Watershed, and Salinity Notice (11/11). The Board also received the following news articles: Huffman bill would force Coast Guard to sell to County, Feature: in the pipeline?, CLAM moves closer to acquiring affordable housing, and Marin's rainy season off to a sluggish start, but wet weather could come this week.

CLOSED SESSION

President Rodoni adjourned the Board into closed session at 8:40 p.m. in accordance with Government Code Section 54957 for Public Employee Performance Evaluation (One), Title: General Manager.

OPEN SESSION

Upon returning to regular session at 8:58 p.m., President Rodoni stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

ADJOURNMENT

President Rodoni adjourned the meeting at 8:59 p.m.

Submitted by



Katie Young
District Secretary