

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 19, 2013**

CALL TO ORDER

President Fraites 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, Stephen Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

District employees Pablo Ramudo (Water Quality Supervisor), Robert Clark (Operations/Maintenance Superintendent) and Doug Moore (Construction/Maintenance Superintendent) were in the audience.

MINUTES

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

GENERAL MANAGER'S REPORT

Cotati City Council Meeting

Mr. DeGabriele informed the Board that he attended the Cotati City Council meeting which included a presentation from the Sonoma County Health Department providing the pro's to fluoridated water along with a presentation on the anti-fluoridation side from an environmental advocate. He stated that he represented the Technical Advisory Committee and responded to questions from the City Council. He noted that after the presentations were done, the council opened the meeting for citizen input. Mr. DeGabriele informed the Board that at the conclusion of the meeting, City of Cotati voted to send a letter to the Sonoma County Board of Supervisors opposing water fluoridation, stating that they believed the money could be served better by focusing on other dental health elements including education, expansion of dental health care, tooth sealants, and fluoride varnishes.

Dry Creek Habitat Enhancement Tour

Mr. DeGabriele informed the Board that he attended the Dry Creek Habitat Enhancement Tour on Friday, November 15th. He provided the Board with pictures and stated that the tour was very well done.

OPEN TIME

President Fraitas 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 Fraitas asked if staff or Directors wished to bring up an item not on the agenda and the following item was discussed:

Drew McIntyre advised the Board that staff will be coming back to the Board at the next Board meeting to get approval for bid advertisements for the Aqueduct Energy Efficiency/MSN B3 Project.

MONTHLY PROGRESS REPORT

Mr. DeGabriele provided the Board with the October Monthly Progress Report. He stated that water production was down 2% for last year in both Novato and West Marin, although Recycled Water was up 187% from a year ago. He stated that Stafford Treatment Plant continues to operate and water production is up 9% from a year ago. Mr. DeGabriele advised the Board that in Oceana Marin the ponds are really low and in good shape. He noted that staff has worked over 143 days without lost time or an accident. Mr. DeGabriele advised the Board that a meter reader had a wrist injury and had surgery to repair it and has returned back to work. Mr. DeGabriele stated that the construction staff replaced 14 service lines in October. He informed the Board that the Summary of Complaints and Service Orders were down for the month and year to date.

David Bentley provided the Board with the Monthly Report of Investments stating that the District ended the month with \$16.7M in the bank. He noted that of the \$16.7M, \$6.3M was from the Bank of Marin loan. Mr. Bentley informed the Board that the District is still owed \$800K in grant and loan money for the Recycled Water Expansion project and Marin Municipal owes the District \$250K for the wheeling charge. Mr. Bentley stated that the portfolio earnings was averaging 0.34%.

CONSENT CALENDAR

On the motion of Director Schoonover, seconded by Director Rodoni and unanimously carried, the following items were approved on the consent calendar:

CONSULTING SERVICES AGREEMENT WITH RENEE ROBERTS

The Board authorized the General Manager to enter into a consulting services agreement with Renee Roberts to provide District/Administrative secretarial services to assist Katie Young as District Secretary since there is limited internal backup to perform District Secretary duties. It is anticipated that any service required from Mrs. Roberts would end by December 31, 2014.

REVISIONS TO POLICY #9 – PURCHASING POLICY AND #12 – ATTORNEY’S ATTENDANCE

The Board was provided District policy numbers 9 and 12 to review and revise at the prior Board meeting on November 5, 2013.

The Board adopted the following revised District policies, Policy Number 9 – Purchasing Policy, and Policy Number 12 – Attorney Attendance.

ACTION CALENDAR

QUITCLAIM OBSOLETE MMWD DEED 698 FOR NUSD (APN 157-180-23)

Drew McIntyre informed the Board that the District acquired a portion of Marin Municipal Water District pipelines and easements as part of the Hamilton Boundary Reorganization. He stated that as a result of the Hamilton Elementary school’s new pipeline easements two quitclaim deeds are needed for the old 1,100 feet of 18-diameter main that runs parallel to Nave Drive.

Mr. McIntyre requested that the Board approve the quitclaim deed and authorize the General Manager to execute said quitclaim for an obsolete pipeline easement for APN 157-180-23.

On motion of Director Petterle, seconded by Director Schoonover and unanimously carried, the Board approved the quitclaim deed and authorized the General Manager to execute said quitclaim for an obsolete pipeline easement for APN 157-180-23 and approved resolution 13-14 “Authorization of Execution of Quitclaim Deed to Novato Unified School District.”

QUITCLAIM OBSOLETE MMWD DEED 729 FOR NUSD (APN 155-020-16)

Drew McIntyre informed the Board that the District acquired a portion of Marin Municipal Water District pipelines and easements as part of the Hamilton Boundary Reorganization. He stated that as a result of the Hamilton Elementary school’s new pipeline easements two quitclaim deeds are needed for 400 feet of old 18-inch diameter main that runs parallel to Nave Drive.

Mr. McIntyre requested that the Board approve the quitclaim deed and authorize the General Manager to execute said quitclaim for an obsolete pipeline easement for APN 155-020-16.

On motion of Director Petterle, seconded by Director Schoonover and unanimously carried, the Board approved the quitclaim deed and authorized the General Manager to execute said quitclaim for an obsolete pipeline easement for APN 155-020-16 and approved resolution 13-15 “Authorization of Execution of Quitclaim Deed to Novato Unified School District.”

INFORMATION ITEMS

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

Pablo Ramudo provided the Board with the first quarter FY 13/14 Water Quality Report. He stated that water served to Novato and Point Reyes met federal and state primary and secondary water quality standards during the first quarter. He stated that there were three distinct Stafford Lake algae blooms and diversity of algae species were high. He noted that this caused a lot of taste and odor issues. Mr. Ramudo informed the Board that the flow was slowed through the Stafford Treatment Plant in order to maximize the contact time in the granular activated carbon filters in an attempt to remove all of the taste and odor but this effort was unsuccessful and the plant was shut down and did not produce any water between August 26th and September 5th. He noted that the taste and odor came under control once the granular activated carbon was fully replaced in mid-September.

Mr. Ramudo informed the Board that the District received over 30 complaints from customers. Director Petterle asked beside rates, if taste and odor was the number one complaint. Mr. Ramudo responded yes.

President Fraites asked why the bloom is much higher this year. Mr. Ramudo stated that only the change from prior years was activation of the aeration system at the bottom of the lake and the system is very effective in stirring up the water from the bottom which could be helping the algae bloom.

Mr. DeGabriele stated that it was an extremely dry spring and in his conversations with Marin Municipal there have been similar issues with algae in Kent Lake as well.

Mr. Ramudo assured the Board that District staff is embarking on a study to determine additional physical and operational measure that can be taken to address the Stafford Treatment Plant taste and odor problems.

Mr. Ramudo advised the Board that out of 251 samples collected for compliance with the Total Coliform Rule there were no positive samples and the disinfection byproducts were moderate for the quarter. He stated that the water in Pt. Reyes was good although there were two separate salinity intrusion events corresponding to high tides in Tomales bay. Mr. Ramudo informed the Board that the disinfection byproducts were high in this quarter but were in compliance with the Stage 2 Disinfection By-Product Rule wherein the District must run annual averages for each sample location and the disinfection by-product level was below the maximum containment level.

He informed the Board that the Deer Island plant produced water from August 9th through August 14th and there were coliform bacteria present in one sample but the plant remained in compliance with the standards.

Mr. Ramudo informed the Board that he would keep them updated on the status of the monitoring and the taste and odor issues.

QUARTERLY PROGRESS REPORT – OPERATIONS/MAINTENANCE

Robert Clark provided the Board with the quarterly progress report for the Operations/Maintenance Department. He informed the Board of the threatening phone call from a customer which required the District to call the Novato Police Department. He stated that all staff participates in safety training throughout the year and the District participated in the “Great Shake Out” in October. He stated that all staff dropped to protect themselves and took note of what items may need to be secured during an earthquake. Mr. Clark stated that staff evacuated the building and then discussed strategies in order to prepare for an actual earthquake event.

Director Petterle asked Mr. Clark to elaborate more on the threat.

Mr. Clark stated that in early August a disgruntled customer called the front office on shut-off day and was yelling at the customer service employees, making a threat that he was going to come to the District and shoot all of the employees. Mr. Clark stated that staff tried to calm the customer down and couldn't so they locked the front door and called 911 to get the police involved. Mr. Clark informed the Board that the Novato Police Department went to the customer's house with a field representative to turn the water back on. He informed the Board that in September the Novato Police came to the District and gave a presentation on active shooter training to all employees.

Director Petterle commended staff on a job well done and suggested that he and other Board members be informed when such a threat occurs.

Mr. Clark informed the Board that Alicia Manzoni (Consumer Service Supervisor) and Jenny Pecunia (Account Credit Clerk II) received a safety bravo for their actions taken during the threat.

Mr. Clark advised the Board that maintenance staff stayed on schedule with routine maintenance tasks, completed 17 unplanned work orders, mostly related to the Aqueduct Energy Efficiency Project damaging telemetry lines. He noted that staff started up 26 new recycled water customers, performing cross connection test, customer training and monthly reporting tracking.

Mr. Clark stated that staff worked with the Grossi Dairy on a waste management plan to help reduce the amount of nutrients being spread on the Stafford Lake Watershed in close proximity to the Lake.

President Fraites asked if the Mr. Clark new the percentage of reduction in nutrients. Mr. Clark stated that last year Grossi reduced application by 50% and this year he was able to further reduce application in close proximity to the Lake and District cost to assist this efforts were reduced from \$16K last year to \$12K this year.

REVIEW OF DRAFT REVISION FOR REGULATION 6

Robert Clark provided the Board with a draft revision for Regulation 6 – Cross Connection and Backflow Protection for Potable Water Service. He stated that the proposed updates reference Title 17 for the California Department of Public Health Code of Regulations and are intended to strengthen the District’s regulation and better convey requirement to District customers who may require backflow protection. He informed the Board that staff has created a manual to help standarize the repairs and replacements of backflow devices.

Director Rodoni stated that the District needs to find a better way to take care of the backflow devices. Mr. Clark informed the Board that every backflow is tested by the District. He noted that single family homes with backflow devices are district owned and repaired by the District and commercial backflow devices are owned by the customer and repaired by certified contractors. Mr. Clark informed the Board that staff is going to hold a class for all of the contractors that repair backflows in Novato to go over the District’s new manual along with the standards and specifications for repairing backflows.

Director Rodoni asked how many backflows there were. Mr. Clark said about 3,500 in Novato and 80 in West Marin.

Director Baker asked if the owner is inclined to fix the backflow device themselves. Mr. Clark responded that according to Title 17, the repair has to be done by a certified person.

COMPARISON OF WATER ACTION PLANS FOR CALIFORNIA

Mr. DeGabriele shared information with the Board comparing three different Water Action Plans for California, being prepared by (1) Department of Water Resources (DWR), (2) Association of California Water Agencies and (3) a Multi-Agency working group comprised of the California Natural Resources Agency, Cal EPA, and California Department of Food and Agriculture. He compared all three plans and stated that the DWR plan has a long history and is more in-depth and addresses current conditions and plans for twelve California hydrologic regions. He noted that the District is addressed in the North Coast hydrologic region report in the DWR plan.

Mr. DeGabriele informed the Board that ACWA is likely to ask for a Resolution from the District in support of the action plan and that the Board will have to decide whether or not to support

the plan. He suggested that the Board support the plan as it includes not just surface water storage in the Delta but groundwater storage as well and that is important for California water supply.

President Frites asked about the pipeline under the Delta. Mr. DeGabriele said that tunnels are part of the Delta plan but have not yet been included into the Action Plans due to concern about cost and how many tunnels there may be.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements, Update- Bill Payment Options, North Bay Workshop on Wheels, and SMSWP Letter from Congress.

The Board also received the following news articles: North Coast reservoirs in need of rain, IJ takes its show on the road, Mendocino County board says no to Pinches' latest water idea, Solution to Highway 101's biggest bottleneck at least seven years away, When water flows uphill, Nicasio Creek, and Supervisors submit LCP update.

Mr. DeGabriele informed the Board that Lake Mendocino has about 3400AF of water stored right now but Lake Pillsbury has dropped below 15000 AF. He noted that he has spoken with Ryan Grisso, Water Conservation Coordinator, about preparing for customer outreach in early spring of 2014.

ADJOURNMENT

President Frites adjourned the meeting at 8:35 p.m.

Submitted by

A handwritten signature in black ink, appearing to read 'Katie Young', written in a cursive style.

Katie Young
District Secretary