

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 20, 2012**

CALL TO ORDER

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

District employees Renee Roberts (District Secretary) and Robert Clark (Operations/Maintenance Superintendent) were in the audience.

MINUTES

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

GENERAL MANAGER'S REPORT

Mr. DeGabriele informed the Board that last week he met the director of EBMUD's Water and Natural Resources to inquire if East Bay agencies may be interested in an intertie with the North Bay agencies. He opined that there are benefits for the North Bay and that he is hopeful that when the new General Manager of Marin Municipal Water District starts, the conversation will be continued.

Mr. DeGabriele reminded the Board that the District Holiday Party is on December 1st at McInnis Club Restaurant where Renee Robert's retirement will be celebrated as well.

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 the following items were discussed:

Pt. Reyes Well #3 Replacement

Drew McIntyre informed the Board that the replacement Pt. Reyes Well #3 is now substantially complete and noted that the District has renamed the well Pt. Reyes Well #4. He stated that initial indications are that the well is greatly exceeding the original design parameters as

far as actual production capability and the resulting draw-down. He said that District crews will need to complete the final piping tie-in to connect it to the system and that Pablo Ramudo and Robert Clark are working on obtaining the water quality permitting from the State Department of Public Health. Mr. McIntyre stated that once the permitting is completed, the well will be ready to be activated.

Jonsen Claim

David Bentley informed the Board that he received a small claims court notice regarding claim for damages from Robert Jonsen, 5 Sutton Lane, Novato. The Board had denied Mr. Jonsen's claim against the District for the damages at the previous meeting. He stated the court date is scheduled for February 1st and that he, Doug Moore, and the independent contractor hired by the District's risk consultant will attend.

MONTHLY PROGRESS REPORT

Mr. DeGabriele reported that in October, water production in Novato and West Marin was up 6% and 4% respectively, recycled water production was down 8% and Stafford Treatment Plant production was down 32%. He stated that the rainfall at Stafford Lake during October was 1.91” and the average for the fiscal year through October is 1.41”. Mr. DeGabriele advised that the Oceana Marin storage and treatment ponds are in good shape entering winter months. He noted that the District has worked 292 days without a lost time accident or injury. He stated that the District added a new metric section to the Monthly Progress Report titled “Utility Performance” where service interruptions, both planned and unplanned are recorded and the number of service lines replaced, both polybutylene and copper, are identified. Mr. DeGabriele stated that in October there were ten planned service interruptions and three unplanned interruptions; the District replaced seven polybutylene services and three copper services. He said that the Summary of Complaints and Service Orders for the month of October are up 24% compared to a year ago. The majority of the increased complaints are high bills which is likely due to the increase in the cost of water.

Mr. Bentley reported that the month of October ended with a balance of \$10.2M in the District treasury and advised that the District received State Revolving Fund loan as well as grant reimbursement for the Recycled Water Project. He said the portfolio is earning an average rate of 0.39%.

CONSENT CALENDAR

On motion of Director Fraites, seconded by Director Schoonover and unanimously carried, the following items were approved on the Consent Calendar:

CONSULTING SERVICES AGREEMENT WITH RETIRING EMPLOYEE ACCOUNT CLERK II

The Board authorized the General Manager to enter into a consulting services agreement with Mary Ann Dowden commencing on December 1, 2012 to assist the Account Clerk II when needed with a not-to-exceed limit of \$10,000 and term running until November 20, 2013.

CONSULTING SERVICES AGREEMENT WITH RETIRING EMPLOYEE DISTRICT/ADMINISTRATIVE SECRETARY

The Board authorized the General Manager to enter into a consulting services agreement with Renee Roberts commencing January 1, 2013 to assist the District/Administrative Secretary when needed with a not-to-exceed limit of \$13,750 and term running until December 31, 2013.

ACTION CALENDAR

APPROVE: RESOLUTION OF APPRECIATION FOR RENEE ROBERTS

Mr. DeGabriele reminded the Board that Renee Roberts last day will be December 12, 2012 and she will be retiring at the end of the calendar year. He stated that the District is requesting the Board adopt a Resolution of Appreciation for Renee.

Renee Roberts stated that she wanted to express her gratitude and appreciation for the opportunity to serve the Board and people of Novato, and to work for the General Manager and District staff.

On motion of Director Rodoni, seconded by Director Fraites and unanimously carried the Board conveyed its appreciation for Ms. Roberts's years of service by authorizing Resolution No. 12-24 entitled, "North Marin Water District Resolution of Appreciation to Renee Roberts."

APPROVE: CONSULTING SERVICES CONTRACT TO DATA INSTINCTS: PUBLIC OUTREACH FOR RECYCLED WATER SOUTH SERVICE AREA PROJECT

Mr. McIntyre informed the Board that the District is requesting approval to hire Data Instincts to conduct public outreach for the Recycled Water South Service Area Project Phase 2 construction. He stated that, as the Board is aware, there were problems with the Phase 1b project and the Phase 2 contractor will experience similar challenges in terms of traffic control and working in the neighborhoods. Mr. McIntyre stated that the District desires to do a better job communicating to customers in the Hamilton area and that hiring the public outreach consultant will help assist with that. He stated that Data Instincts has worked for the North Bay Water Reuse Authority and similar work for other local agencies and is familiar with the challenges the District will experience. He continued to state that the District feels comfortable moving forward with Data Instincts, to help keep communication open with the area residents as the construction progresses.

Director Fraites asked if the District could do this work in-house. Mr. DeGabriele responded that the District does not have sufficient staff to handle the work. Mr. McIntyre added that the District has done over \$13M worth of construction on the Recycled Water Expansion project in a two-year period with existing staff.

On motion of Director Schoonover, seconded by Director Baker and unanimously carried, the Board authorized the General Manager to execute a Public Outreach Contract with Data Instincts for an amount not to exceed \$40,000.

APPROVE: BALLOT FOR SONOMA-MARIN COUNTY FARM SERVICE AGENCY COMMITTEE ELECTION

Mr. DeGabriele informed the Board that he received an official ballot for the Sonoma- Marin County Farm Service Agency Committee which needs to be submitted by December 3rd. He stated that the District has the opportunity to vote along with agricultural producers and that the committee typically reviews requests for grant funding and disaster declaration form the US Department of Agriculture. Mr. DeGabriele advised that he requested information on the two candidates from Tito Sasaki, advisor to the committee and Stacy Carlson, County of Marin Agricultural Commissioner and received favorable comments on the two candidates, Ted McIssac and Mark L. Pomi. He said that he recommends that the Board vote for Ted McIssac since Mr. McIssac resides within the District's service area.

On motion of Director Rodoni, seconded by Director Schoonover the Board approved to vote for Ted McIssac for Sonoma-Marin County Farm Service Agency Committee by the following vote:

AYES:	Directors Fraites, Petterle, Rodoni, Schoonover
NOES:	None
ABSENT:	None
ABSTAINED:	Director Baker

INFORMATION ITEMS

BAY AREA INTEGRATED REGIONAL WATER MANAGEMENT PLAN UPDATE

Mr. DeGabriele provided the Board with an update on the Bay Area Integrated Regional Water Management Plan (IRWMP) stating that the plan is a nine county effort to coordinate and improve water supply reliability, protect water quality, manage flood protection, maintain public health standards, protect habitat and watershed resources, and enhance the overall health of the bay. He stated that the Bay Area IRWMP was formed in response to the State of California's move to fund water related projects on a regional basis, beginning with Proposition 50. He continued to state that the North Bay sub region includes all or part of the counties of Marin, Sonoma, Napa and

Solano.

Mr. DeGabriele stated that Harry Seraydarian, of the North Bay Watershed Association, is on the Bay Area IRWMP Coordinating Council and is advocating for the North Bay projects to receive the funding. Mr. DeGabriele stated that the District has three projects submitted and included on the updated IRWMP: the Gallagher Well and Pipeline Project, Marin Country Club Recycled Water Expansion and the Central Area Recycled Water Expansion (which is included with the North Bay Water Reuse Authority submittal). He informed the Board that the total amount of grant funding possible for the Bay Area IRWMP will be \$20M, and it is likely that the maximum amount for the North Bay would be \$5M distributed equally among the five counties and would result in about \$1M for each county. Mr. DeGabriele added that it is not likely that the District's Gallagher Well and Pipeline Project would receive the grant money.

RESPONSE TO MARIN COUNTY CIVIL GRAND JURY RE: PENSION AND OPEB LIABILITIES

Mr. DeGabriele informed the Board that the Marin County Civil Grand Jury, via email, requested financial information on pension and post employment benefit costs. He stated that David Bentley put together a response to the questions and provided it to the Grand Jury.

NBWRA AGENDA- NOVEMBER 19, 2012

Director Schoonover stated that the meeting was good and Drew McIntyre informed the Board that staff will put together a summary of the North Bay Water Reuse Authority meeting for next board meeting.

UPDATE- BILL PAYMENT OPTIONS

Mr. Bentley provided an update to the Board regarding the bill payment options at the District. He stated that the Automatic Payment Service (APS) program is very successful with 18% of customers participating. Mr. Bentley said that the email billing has continued to grow and that over 1,125 customers received their bill over the internet. He advised the Board that in 2006 the District started allowing customers to pay by credit card either over the phone, online or in the office. He stated that over 1,800 customers pay by credit card, with payment on the District's website accounting for over 80% of the transactions. He continued to state that the net cost of a credit card transaction averages 70¢ per payment, which comes to a little over \$7,500 per year to provide the service.

Mr. Bentley stated that Director Baker inquired about having a bill pay drop off like the District has had in the past at Bell Market and Delano's. Mr. Bentley informed the Board that he researched this option with North Bay Check Cashing on Grant Avenue and that they would charge \$1.50 to customers to collect payments but the District would have to have 150,000 customers

participate in order to provide this service.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, Letter from Lynn Woolsey and Letter re: Notice of Preparation of Draft Environmental Impact Report of Scoping Meeting- Carneros Ranch Fill Project.

The Board also received the following news articles: Richard Giacomini, prominent member of Marin ranching community, drowns in tragic accident, That dog may cost you \$100,000 a day, VOMWD appoints Mark Bramfitt as Interim General Manager, Las Gallinas Valley Sanitary District seeks board member and Richard Louis Giacomini Obituary.

CLOSED SESSION

In accordance with Government Code Section 54957.6; Conference with Labor Negotiators; District's Designated Representatives – Chris DeGabriele and David Bentley; Employee Organization – North Marin Water District Employee Association.

In accordance with Government Code Section 54956.9, Subdivision (a); Conference with Legal Counsel – Pending Litigation (Wayne vs NMWD).

In accordance with Government Code Section 54956.8; Conference with Real Property Negotiator (Chris DeGabriele) regarding North Marin Water District Lagunitas Creek Water Right.

OPEN SESSION

Upon returning to regular session at 8:50 p.m., President Petterle stated that during the closed sessions the Board had discussed the issues and no reportable action had been taken.

ADJOURNMENT

President Petterle adjourned the meeting at 8:51 p.m.

Submitted by



Katie Young
Acting District Secretary