

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
February 6, 2018**

**CALL TO ORDER**

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary's Katie Young and Terrie Kehoe, Auditor-Controller David Bentley and Chief Engineer Rocky Vogler. Director Michael Joly arrived at 6:03 and Director James Grossi was absent

District employees, Robert Clark (Maintenance/Operations Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

**MINUTES**

On motion of Director Petterle, seconded by Director Baker the Board approved the minutes from the previous meeting as presented by the following vote:

AYES: Director Baker, Fraites, and Petterle

NOES: None

ABSENT: Director's Grossi and Joly

ABSTAIN: None

**GENERAL MANAGER'S REPORT**

Director Joly arrived at the Board meeting.

Mr. McIntyre recapped portions of Monday's WAC/TAC meeting and reminded Board Members of the annual Russian River Public Policy Facility Committee meeting which is Thursday, February 22<sup>nd</sup> at Lake Sonoma Visitors Center from 10:00 a.m. until noon.

**OPEN TIME**

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

Ms. Young introduced the new District Secretary Terrie Kehoe and announced that she will officially take over on Friday after only five days of training. Ms. Young reminded everyone that the California Fair Political Practices Commission Form 700 and Ethics Training Certificates are both due April 1<sup>st</sup> and that the first strategic plan workshop is on Tuesday, February 13<sup>th</sup> from 9 a.m.-3 p.m.

Mr. Vogler discussed the Center Road water facilities upgrade project and the city's request to withhold final paving and make a payment contribution to the city for this work to be added to a future city paving project. Director Joly asked if the current condition of the pavement patches is acceptable. Mr. Vogler replied that the existing paving patches provide a good wearable surface but are not perfectly smooth.

### **QUARTERLY FINANCIAL STATEMENT**

During the Quarterly Financial Statement Mr. Bentley provided a summary of the District's financial performance for the first six months of the fiscal year. Mr. Bentley discussed the new AMI project, and the Recycled Water Capital Expansion and Replacement Fund with Novato and Las Gallinas Sanitary Districts. Director Joly inquired about the thirteen million dollar connection fee deficit. Mr. Bentley explained that \$6 million will be reimbursed by SRF loan and grant funds, and that we will rely on connection fees for the balance to replenish the fund. Director Joly asked if we were likely to get enough fees, and Mr. Bentley responded that there are many projects coming in that are working their way through the planning process. Director Baker asked if most of the projects were residential, and Director Fraites replied that they were mostly commercial.

### **CONSENT CALENDAR**

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

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

### **PROPOSED FY18/19 BUDGET REVIEW SCHEDULE**

The Board approved the Proposed FY 18/19 Budget Review Schedule.

### **PROPOSED FY18/19 RATE HEARING SCHEDULE**

The Board approved the Proposed FY 18/19 Rate Hearing Schedule.

**ACTION CALENDAR**

**SCWA FY19 PROPOSED BUDGET DEBT ISSUANCE – CASH-OUT OPTION**

Mr. Bentley requested that the Board approve exercising a provision in the SCWA Restructured Agreement for water supply that allows the District to pay its portion of the proposed capital improvements in cash, rather than participate in Sonoma County Water Agency's 2019 revenue bond issue.

On the motion of Director Petterle, and seconded by Director Baker, the Board approved authorizing the General Manager to advise SCWA that NMWD will elect to pay its portion of the capital projects to be financed by debt issuance in cash by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

**RESOLUTION OF APPRECIATION – KATIE YOUNG**

President Fraites read a Resolution of Appreciation to Katie Young for her many years of service as an Officer of the District in the capacity of District Secretary. On the motion of Director Petterle, and seconded by Director Joly, the Board approved the Resolution of Appreciation by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSENT: Director Grossi

ABSTAIN: None

**INFORMATION ITEMS**

**WATER METER DISCONNECTION – 20 TAMARIN LANE**

Mr. Vogler provided information in regards to an illegal water service connection on Tamarin Lane that provided water service to a residence on an adjacent parcel. The illegal connection was detected during a routine high bill complaint. Mr. Vogler stated that both Marin County Code Enforcement and the Novato Fire Protection District were also notified. Mr. Vogler added that he was informed today that the illegal connection has been removed. Director Baker asked questions about the service disconnection. Mr. Vogler responded that Tony has witness the disconnection

and that the adjacent property owner stated he would be coming in to the District for a new water service.

### **MID-YEAR OPERATIONS/MAINTENANCE 17/18 UPDATE**

Mr. Clark provided a mid-year Operations and Maintenance Update. He stated that staff participated in five safety training events through the first half of the fiscal year and Stafford Treatment Plant production could still reach 100% of the annual target of 750 MG if the lake fills to an elevation at or above 188 feet. Mr. Clark stated that there is a discrepancy between production and consumption in West Marin water and that staff is investigating the matter. Mr. Clark also added the Recycled Water Project is almost complete. Director Joly asked about the recent interviews for six new employees, and Mr. Clark clarified that this was not additional staff but rather to re-fill existing vacancies.

### **2018 STRATEGIC (LONG RANGE) PLAN DEVELOPMENT – STATUS UPDATE**

Mr. McIntyre reminded the Board that the first of two Strategic (Long Range) Workshops with facilitator, Martin Rauch, is on Tuesday, February 13 at the Novato Fire Protection District Administration Building. The workshop runs from 9 a.m. to 3 p.m. and is designed to identify strategic issue areas.

### **NORTH BAY WATER WORKSHOP NO. 1 MEETING – JANUARY 22, 2018**

Mr. McIntyre provided the Board with an update on the January 22 North Bay Water Workshop No. 1 he attended along with Director Baker. He stated that there will be five workshops to explore the viability of forming a new North Bay organization focusing on surface water, storm water and groundwater management.

### **NBWA MEETING – FEBRUARY 2, 2018**

Director Fraites recapped that North Bay Watershed Association meeting and mentioned the concern for rising sea levels and how that will influence North Bay communities.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements, 2<sup>nd</sup> Quarter Labor Cost Report, and Reimbursement Program 2017.

The Board also received the following news articles: Diverted River Sustains California Wine Country, but It's Killing Salmon, Marin January wetter, but behind average; no rain in sight, Editorial: Clear process needed to determine conflicts, Water contamination plagues surviving homes in Santa Rosa's Fountaingrove neighborhood, New Novato Fire Chief Bill Tyler takes the reins, and Watershed council out of dormancy.

**CLOSED SESSION**

President Fraites adjourned the Board into closed session at 6:46 p.m. in accordance with Government Code Section 54957 for Public Employment, Title: Auditor-Controller.

**OPEN SESSION**

Upon returning to regular session at 7:04 p.m., President Fraites stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

**ADJOURNMENT**

President Fraites adjourned the meeting at 7:05 p.m.

Submitted by

A handwritten signature in cursive script, appearing to read "Theresa Kehoe".

Theresa Kehoe  
District Secretary