

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
May 2, 2006**

**CALL TO ORDER**

President Schoonover 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, Steve Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, Secretary Renee Roberts, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

District employees Robert Clark (Facilities Maintenance Superintendent), Doug Moore (Construction Superintendent) and Mike McMaster (Operations Superintendent) were in the audience.

**MINUTES**

On motion of Director Petterle, seconded by Director Fraites and carried by the following vote, the Board approved the minutes from the previous meeting as amended:

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

**GENERAL MANAGER'S REPORT**

The General Manager apprised the Board that on Thursday, May 4, the North Marin Water District and Novato Sanitary District Recycled Water Ad Hoc Committee will meet at the Novato Sanitary District to discuss the following: 1) Status of the NMWD Recycled Water Facility and Pipeline Project; 2) Status of the NMWD and NSD Recycled Water Implementation Plan (which is still in draft form), discussion of including Las Gallinas Valley Sanitary District recycled water in the Hamilton Field area, and recycled water included in NSD Treatment Plant Upgrades; and 3) a presentation by a consultant on the North Bay Water Reuse Authority project and discussion on NMWD's interest to participate in the project EIR. He stated that no action will be taken at this meeting.

Mr. DeGabriele stated that there is a North Bay Watershed Association meeting on Friday, May 5 and that he will make a report at the next meeting. He also apprised the Board that he will

be attending the Association of California Water Agencies conference in Monterey next week and that David Bentley will be acting General Manager in his absence.

### **OPEN TIME**

President Schoonover asked if anyone in the audience or staff wished to bring up an item not on the agenda and the following items were discussed:

Mr. Bentley reported that at the next meeting he will be requesting authorization to move forward with the purchase of new accounting software for the amount of \$68,000, and that next year's budget will include money for training and data conversion of this accounting software.

Director Fraites inquired if the Endangered Species Act will be covered at the ACWA conference and Mr. DeGabriele responded that he will be attending a pre-conference workshop on the Endangered Species Act.

Director Rodoni reported that Saturday, April 22 was Novato Clean and Green Day and that the District had 12 volunteers, including Doug Moore, David Bentley, Alex Bentley, Drew McIntyre, Luis Ortiz, Lauren Wayne, Corey Reed, Carmela Chandrasekera, Renee Roberts, Tom Sgrenci, Judy Rodoni and Director Rodoni, picking up trash along Redwood Boulevard.

### **CONSENT CALENDAR**

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

#### **SIMMONS LANE WATER SERVICE & FIRE HYDRANT – DESTAIN APN 141-041-32**

The project consists of the re-construction of a single-family house on a 1.75 acre parcel. The current 1-inch water service will be killed and a new 1-1/2 inch water service will be installed to satisfy fire sprinkling requirements and will include 40 feet of 6 inch PVC fire hydrant lateral, 40 feet of 1-1/2 inch copper lateral and one residential fire hydrant and one 1-1/2 inch meter.

The Board approved Resolution No. 06-17 entitled, "Authorization of Execution of Water Service Facilities Construction Agreement with Joseph Destein."

#### **BRAHMA KUMARIS MEDITATION CENTER WATER FACILITIES - 820 BEL MARIN KEYS BLVD. APN 157-172-40 RESOLUTION**

The Brahma Kumaris Meditation Center is located at the former Headquarters Hill and will be used for a meditation and retreat center. The existing 2-inch lateral and 1-1/2-inch meter will be killed and new water facilities will be required principally for fire protection and include 200 feet of 12-inch PVC main, 10 feet of 6-inch PVC hydrant lateral, 10 feet of 4-inch steel fire service lateral,

12 feet of 2-inch copper lateral, one commercial fire hydrant, one 4-inch fire service and one 1-1/2 inch meter.

The Board approved Resolution No. 06-18 entitled, "Authorization of Execution of Water Service Facilities Construction Agreement with Brahma Kumaris World Spiritual Organization."

**DISTRICT POLICIES NUMBER 5 AND 6**

The Board adopted District Policies Number 5, Interdistrict Loan Policy and Number 6, Late Charge and Shut-off Policy.

**REVISED EMPLOYEE HANDBOOK**

The revised Employee Handbook was adopted by the Board.

**LETTER OF SUPPORT FOR AB 2411 – CALPERS HEALTH PLANS**

The Board authorized President Schoonover to sign a letter of support for Assembly Bill 2411. This bill would require CalPERS to consider offering a high deductible health insurance plan for CalPERS members.

**LETTER OPPOSING AB 2544 – HEALTH INSURANCE CONTRIBUTION**

The Board authorized President Schoonover to sign a letter opposing Assembly Bill 2544. This bill would mandate the establishment of an employee contribution to health insurance that would be adjusted annually to reflect the change in the medical care component of the Consumer Price Index.

**DISBURSEMENTS**

The Board authorized for payment payroll and accounts payable vouchers totaling \$365,620.27 and estimated overheaded payroll of \$253,000.

**ACTION CALENDAR**

**RISK MANAGEMENT PLAN SUBMITTAL TO US EPA**

Mr. McMaster stated that a Risk Management Plan is required for all facilities using chlorine gas systems and that they must be registered with the US Environmental Protection Agency. He stated the document included in the Board agenda package is the document that is required to be provided to the public. He stated that for safety and security purposes, the completed plan is only used by people associated with plant operation or who provide emergency back up to the operation should a release event occur. Mr. McMaster said that the plan will be renewed approximately every three years and that the cost associated with this plan is for future additional consulting and training to ensure all components of the plan are being followed.

Director Rodoni inquired if both the Marin County Fire Department as well as the Novato Fire Protection District will have the completed plan binder. Mr. DeGabriele stated that only Novato Fire Protection is intended to have the plan as they are the first responder in that service area, and that staff would confirm if Marin County Fire Department should receive a copy.

On motion of Director Fraites and seconded by Director Rodoni, and unanimously carried, the Board approved submittal of the Risk Management Plan to the US EPA.

**APPROVE: BUDGETED FY05-06 CENTER ROAD (AKA WILD HORSE VALLEY ZONE 3 TANK 2) CONSTRUCTION PROJECT – BID ADVERTISEMENT**

Mr. McIntyre reviewed the steps leading to tonight's request for Board approval to advertise for bids for the construction of the Center Road Water Tank, designed by Winzler & Kelly. He advised the Board of the bid schedule and stated that advertising for bids would be May 5, 2006, bid opening on June 8, 2006 and estimated date of construction completion in April 2007.

On motion by Director Baker and seconded by Director Rodoni, the Board authorized the Bid Advertisement of the Center Road Water Tank (aka Wild Horse Valley Zone 3 Tank 2) project by the following vote:

AYES: Directors Baker, Fraites, Rodoni, Schoonover

NOES: Director Petterle

ABSTAIN: None

ABSENT: None

**APPROVE: RECYCLED WATER FACILITY AND PIPELINE PROJECT – MATERIALS TESTING CONTRACT AWARD – (MILLER PACIFIC ENGINEERING GROUP)**

Mr. McIntyre stated that sixteen geo-technical firms were sent a request for proposal for materials testing for the Recycled Water Facility and Pipeline Project and that proposals were received from Miller Pacific Engineering Group and from Kleinfelder. He stated that a more detailed proposal was requested by staff from the two firms, and upon review, the material testing assumptions made were fairly equivalent between both firms. He said, however, the biggest difference was the estimated travel costs proposed by Kleinfelder. Mr. McIntyre stated that the District has had good success working with Miller Pacific Engineering Group and requested Board approval of staff's recommendation to award the contract to Miller Pacific Engineering Group.

On motion of Director Baker and seconded by Director Fraites, the Board unanimously authorized the General Manager to execute a material testing contract to Miller Pacific Engineering Group for a not-to-exceed amount of \$39,000 plus a contingency of \$4,000.

## **INFORMATION ITEMS**

### **BOARD REVIEW OF DISTRICT POLICIES**

The Manager presented two policies for Board review noting that each policy was adopted by resolution; Policy No. 8 Policy for Payment of Facilities Benefiting Non-Contiguous Areas, adopted by Resolution No. 686 in 1967; and Policy No. 10, Service Connection Dispute Compromise, adopted by Resolution No. 176 in 1958. Mr. DeGabriele stated that Mr. Bentley concisely summarized the old resolutions and that the resolutions would be rescinded subsequent to approval of the new policies. He stated that these two policies will be brought back on the Consent Calendar at the next meeting for adoption by the Board.

### **NOVATO WATER OPERATIONS BUDGET INITIAL REVIEW INCLUDING INFORMATION ON DISTRICT MEMBERSHIPS**

Mr. Bentley reviewed the highlights of the proposed Novato Operations Budget including proposed water rate increases of 5¢/Ccf for residential use and 15¢/Ccf for non-residential use effective July 1, 2006. He stated that a new tier rate of an additional \$1.00/Ccf applicable to all residential bimonthly use between 50 and 150/Ccf will be effective January 1, 2007, and the combined revenue generated by these increases will total \$300,000. He stated that the proposed budget projects a net "bottom line" deficit of \$2,754,000 primarily due to the aggressive Improvement Project program and an increase in debt service expense. Mr. Bentley stated that an increase in cost for raw water from Stafford Lake equivalent to the increase in the cost of Russian River water is proposed.

The Auditor reported that the connection fee revenue is projected at \$2.3 million with the Whole Foods project comprising \$965,000 of the total. Mr. Bentley reviewed the proposed staffing increases which include the addition of a Water Conservation Coordinator, an Operations trainee, increased time for the Information System Specialist and extending regular employee status to the Water Quality Technician position. He also provided a list of staff memberships and certifications. Mr. Bentley stated that the proposed Novato Water Operations Budget is scheduled for additional review on May 16<sup>th</sup> and approval at the June 20<sup>th</sup> Board meeting.

### **QUARTERLY PROGRESS REPORT – MAINTENANCE DEPT.**

Mr. Clark presented his third quarter progress report for the Maintenance Department and stated that the rainy weather prevented completion of some outdoor work and that staff is now catching up. He stated that the stormy weather impacted the reliability of District facilities with several communications and equipment failures. He stated that the flushing and cross-connection programs were completed and the hydrant operation was completed with no failures. Mr. Clark reported that the Electrical-Mechanical team successfully rebuilt the Oceana Marin lift station

pumps and that storm related electrical issues kept the E/M team in West Marin through the third quarter. The Building and Grounds group has cut back giant reeds at two locations near the Stafford Treatment Plant and that he is working with the UC Davis extension office to develop a Best Management Practice for weed control. He also reported that four large trees have fallen at the Stafford Treatment Plant requiring the attention of the Building and Grounds team and that he has included tree removal costs in the proposed budget for next fiscal year.

#### **QUARTERLY PROGRESS REPORT – ENGINEERING DEPT.**

Mr. McIntyre reported on the project status of the Engineering Department during the third quarter. He stated that in Novato, the forecasted expenditures are approximately 53% below budget due to delays in the Stafford Treatment Plan Rehabilitation, Recycled Water and Stafford Dam Outlet Tower projects. Added projects are the Second Feed to Amaroli Tank, and Solar Powered Lake Aeration System. He said that now that the seismic analysis has been completed on the outlet tower slide gate repair, the detail design contract with Creegan + DeAngelo will be brought to the Board for approval at the next meeting.

Mr. McIntyre reported that two projects in West Marin have been deferred to next year, Coordination with County Resurfacing Project (Sir Francis Drake between State Route 1 and Bear Valley), and Old Dillon Lift Station and Pond Remote Alarms and that two projects have been added, Surplus Property Disposition and Lift Station Rebuild Project.

#### **DISTRIBUTION CONTROL AND MONITORING SYSTEM (DCMS) FLOW MONITORING INFORMATION**

Mr. McMaster provided an interesting PowerPoint presentation describing how information from the Distribution Control and Monitoring System (DCMS) is stored and reported for both the Novato and West Marin systems.

#### **WAC MEETING – MAY 1, 2006**

Mr. DeGabriele summarized the WAC meeting he attended on May 1, 2006 with Mr. McIntyre and Director Baker. He said that a consultant to the city of Santa Rosa updated the WAC on the Incremental Recycled Water Program and cited four alternatives being considered for continued treated wastewater discharge to the Russian River, noting that there is no increase in the authorized amount of discharge. He reported that Santa Rosa is embarking on an aggressive recycled water plan to offset potable irrigation demand with an additional 3,000 afa.

Mr. DeGabriele advised the Board that Marin Municipal Water District has declined to sign the MOU Regarding Temporary Impairment and that the new draft with MMWD removed as a signatory will be brought to the Board some time in June for approval.

**MISCELLANEOUS:**

The Board received the following miscellaneous information: Review of Scheduled Agenda Items, Novato Minimum Charge Analysis, Characteristics of Service Areas.

The Board also received the following news articles: Book on Ex-Water Czar Warns of Looming Crisis (4/28), Construction Update: Water Forum Delayed; Need Remains (4/24), Petaluma's Water Dilemma (4/22); Study of Ag Pipeline; Official Try to Shape Salmon Plan (4/17).

**ADJOURNMENT**

President Schoonover adjourned the meeting at 9:05 p.m.

Submitted by

Renee Roberts  
District Secretary