

**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
April 4, 2017

**CALL TO ORDER**

President Petterle called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Michael Joly, Stephen Petterle, and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Assistant General Manager Drew McIntyre, Auditor-Controller David Bentley and Chief Engineer Rocky Vogler.

District employee Tony Arendell (Construction/Maintenance Superintendent) was in the audience.

**MINUTES**

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

AYES: Director Baker, Fraites, Joly, Petterle, and Schoonover

NOES: None

**GENERAL MANAGER'S REPORT**

**Marin Civil Grand Jury**

Mr. DeGabriele advised the Board that the Marin County Civil Grand Jury canceled and did not tour Stafford Treatment Plant on March 24<sup>th</sup>, as he had advised at the last meeting and a tour has not yet been rescheduled.

**SCWA Meeting**

Mr. DeGabriele stated that he, Director Baker, Mr. McIntyre, and Mr. Grisso met with SCWA last Wednesday, March 29<sup>th</sup>, to survey Sonoma Marin Saving Water Partnership effectiveness as the Memorandum of Understanding is coming up for renewal in 18 months and SCWA is taking stock of member opinions on continuing the partnership.

**Office Upgrade**

Mr. DeGabriele advised that staff met with Architect Noll & Tam last Friday, March 31<sup>st</sup>, to review some general concepts for the Headquarters Upgrade Master Plan. He stated that five scenarios were reviewed and narrowed down to two for further development by the Architect. He

noted that the Board will receive a presentation at the May 2<sup>nd</sup> meeting and hopefully decide on a path forward from those two options.

#### EPA phone interview

Mr. DeGabriele informed the Board that he, Mr. McIntyre and Mr. Grisso participated in a conference call w/ EPA, who desires to use the cooperative Recycled Water arrangement between the District, Las Gallinas Valley Sanitary District and Novato Sanitary District as a case study for drought response. He advised the Board that the EPA will be on site the week of April 24<sup>th</sup> to conduct interviews and film facilities and staff from the agencies.

#### Baker's Dozen

Mr. DeGabriele stated that tomorrow he, Director Fraites, and Mr. McIntyre will meet with the Bakers Dozen group (two supervisors from Marin and Sonoma County Boards, Chair of WAC, MMWD Staff and Board member and SCWA Staff). He noted that Cynthia Murray is convening the group.

#### **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 there was no response.

#### **CONSENT CALENDAR**

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

AYES: Director Baker, Fraites, Joly, Petterle, and Schoonover

NOES: None

#### **OPEN HOUSE/RETIREMENT RECOGNITION BUDGET**

The Board approved the \$4,300 budget for the Open House/Retirement Recognition on Friday, April 21st (12:00pm-2:30pm) at the District.

#### **CUSTOMER SERVICE QUESTIONNAIRE INCENTIVE**

The Board authorized staff to offer a \$2 incentive (maximum \$500 total expenditure) to customers who return the Customer Service Questionnaire and to report back when the \$500 is expended on the effectiveness of the incentive in increasing the response rate.

## **ACTION CALENDAR**

### **NEW ON-CALL TELEPHONE ANSWERING SERVICE**

Tony Arendell advised the Board that the Novato Police Department is no longer offering on-call telephone answering service to the District. He stated that he solicited bids for this service and two entities responded. He informed the Board that the better choice was Direct Line Tele Response in Berkeley to provide after-hours answering service to the District. Mr. Arendell informed the Board that Direct Line will text message on-call personnel with the information which will provide better communication. He stated that the Field Service Representative and the Construction On-Call person will be assigned new iPhones for this service.

Director Baker requested feedback in the future on the new service.

Director Joly asked if this service would enhance response time. Mr. Arendell responded that it will and will eliminate back and forth conversations regarding the call since the information will be received by the on-call personnel via text.

On motion of Director Baker, seconded by Director Fraites, the Board authorized the Auditor-Controller to enter into an agreement with Direct Line Tele Response to provide after-hours answering service to the District by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle, and Schoonover

NOES: None

### **CINQUINI & PASSARINO CONSULTING SERVICES AGREEMENT – LAND SURVEYING**

Mr. Vogler advised the Board that staff is requesting a new consulting services agreement with Cinquini & Passarino (C&P) for periodic surveying services to assist staff with District workload demands. He reminded the Board that C&P has a proven track record with the District going back to 2010 with the Stafford Lake Sediment Survey Project. Mr. Vogler stated that the agreement for the survey support services would be for an amount with a not to exceed limit of \$30,000. He noted that the consulting services agreement will be executed based on individual task orders on a job-by-job basis. Mr. Vogler advised the Board that one of the first task orders to be funded through this Agreement will be to provide detailed topographical survey information including existing utilities and roadway limits for the Ridge Road Pipeline Replacement project costing \$7,300.

On motion of Director Baker, seconded by Director Schoonover, the Board authorized the General Manager to execute a Consulting Services Agreement between NMWD and Cinquini & Passarino with a not to exceed limit of \$30,000 by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle, and Schoonover

NOES: None

**RW CENTRAL – NORMAN TANK REHAB – AWARD CONSTRUCTION CONTRACT (PIAZZA CONSTRUCTION)**

Mr. Vogler advised the Board that the Norman Tank project includes construction of surface preparation and complete recoating of interior and exterior surfaces. He noted that associated rehabilitation work includes but is not limited to installation of a spiral stair and stairway security enclosure, inside ladder and platform, shell manway, roof hatch, sample tap, inlet/outlet pipe modifications, screen replacement, cathodic protection system, tank foundation and rock anchors installation and other project components and appurtenances.

Mr. Vogler reminded the Board that this project was originally approved for bid advertisement at the September 20, 2016 Board meeting, and included a bid opening date of November 15, 2016. He noted that although the October 18, 2016 mandatory pre-bid meeting was well attended, only one bid (Piazza Construction) was received for the project. He reminded the Board that in an effort to improve competition and attract more bidders, the Board rejected the lone bid and approved advertisement for new bids on December 20, 2016. Mr. Vogler advised that the re-advertisement date for this project was January 20, 2017 with a bid opening on March 14, 2017. He stated that the District advertised the project in the Marin Independent Journal. He advised that thirteen (13) contractors, including ten (10) prime contractors, attended the mandatory pre-bid meeting on February 9, 2017 and that the bid period was approximately seven (7) weeks and included two addenda. He informed the Board that two bids were received.

Mr. Volger stated that Piazza Construction submitted the lowest responsive bid of \$873K. He advised the Board that a bid evaluation was performed by The Covello Group, the District's construction manager for the Central Service Area recycled water projects and stated that the analysis shows that Piazza complied with the bidding requirements.

On motion of Director Schoonover, seconded by Director Fraites, the Board approved award of the contract to Piazza Construction and authorize the General Manager to execute an agreement with Piazza Construction by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle, and Schoonover

NOES: None

**STEELHEAD HABITAT SURVEY IN UPPER NOVATO CREEK**

Mr. DeGabriele reminded the Board that at the September 6, 2016 Board of Directors Meeting, staff was authorized to enter into an agreement with ICF International to perform a Steelhead Habitat Survey in Upper Novato Creek. He informed the Board that the habitat survey

authorized in September 2016 was conducted at a reconnaissance level on November 4, 2016 to add to the observations from the initial stream assessment conducted in December 2015. He stated that the recommendation is that two of the continuous reaches that contain habitat and conditions representative of the upper stream reach and lower stream reach above Stafford Dam should be surveyed for habitat mapping. He noted that the consultant also recommended deployment of habitat monitoring equipment (level gauges) to determine when water is present in these particular stream reaches. Mr. DeGabriele stated that the proposed contract amendment would add up to \$16K to the agreement.

Mr. DeGabriele advised the Board that for long term it's likely the District will want a more permanent gauge above the lake to correlate with the stream gage information already available from the Novato Creek. He noted that it will give the District and NMFS a better understanding of whether steelhead could make the trip and survive above Stafford Dam. He informed the Board that all of this information will likely be needed for the water right permit extension for Novato Creek and staff hopes that when the time comes to revise the Steelhead Recovery Plan staff will have some science to substantiate the District's position that passage above the dam is not warranted.

Director Fraites stated that all the activity is above the dam and the salmon migrate to the ocean and come back but the dam not have a fish ladder to access any fish habitat on that end of the dam and upstream.

Mr. DeGabriele stated that the Steelhead Recovery Plan identified an action item to provide passage around or above Stafford Dam.

Director Baker stated that he is not supportive of the amendment and cannot support habitat beyond the lake but respects what District staff continues to do.

On motion of Director Fraites, seconded by Director Joly, the Board authorized the General Manager to enter into a consulting services contract amendment with ICF for an additional \$16,000 to perform steelhead habitat survey in Upper Novato Creek and assist with stream gauging by the following vote:

AYES: Director Fraites, Joly, Petterle, and Schoonover

NOES: None

ABSTAIN: Director Baker

**SUPPORT LETTERS AB 1654 & AB 968**

Mr. DeGabriele reminded the Board of the Executive Order entitled: Making Water Conservation a California Way of Life: Implementing Executive Order. He stated that this report

provides some details of the proposed legislative mechanism(s) to implement the Governor's directives. He advised the Board that to date, no legislation has been introduced by the Administration, although there are some spot bills from various authors. Mr. DeGabriele reminded the Board that in response to the draft report, 114 water supply agencies throughout the state (including NMWD) submitted a joint comment letter on December 19, 2016 which laid out a number of points of agreement and disagreement with the State's draft proposal.

Mr. DeGabriele advised the Board that based on this letter, draft legislative language was prepared and reviewed by a subcommittee of the State Legislative Committee of the Association of California Water Agencies (ACWA.) He noted that as of March 24, ACWA's full State Legislative Committee approved support for this language to become two water supplier-sponsored bills; one relating to water shortage contingency plans and the other to updated standards for water use efficiency. He stated that these bills have now been introduced by Assemblywoman Blanca Rubio from the San Gabriel Valley, who is a member of the Assembly Water Parks and Wildlife Committee. He informed the Board that the bills are AB 1654, which relates to water use efficiency standards and AB 968, which relates to water shortage contingency planning.

Mr. DeGabriele is requesting that the Board authorize the General Manager to execute a support letter of the AB1654 and AB968 bills.

On motion of Director Baker, seconded by Director Fraites, the Board authorized the General Manager to execute support letter re: AB1654 and AB968 by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle, and Schoonover

NOES: None

### **INFORMATION ITEMS**

#### **WAC/TAC MEETING – APRIL 3, 2017**

Mr. DeGabriele summarized the April 3, 2017 WAC/TAC meeting including WAC approval of SCWA's proposed FY17/18 budget which results in a wholesale water rate increase of 6.8% for the District.

#### **NBWA MEETING – APRIL 7, 2017**

Director Fraites stated that he would be attending the North Bay Water Association meeting on April 7<sup>th</sup>.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements, Postage Rates, and Request from Special Districts to Move to Even-Numbered Year Elections.

The Board also received the following news articles: Novato water district rolls out 'smart' meter pilot project, Sonoma County on path to regulating groundwater supplies, Smart water meters are different, Russian River's future draws diverse crowd to conference, Rains filled our local reservoirs, Five Reasons Water Efficiency and Recycling Are a Perfect Match, My Word: State water regulations could flush recycled water projects, and Marin Voice: Why it's raining rate hikes at Marin Municipal Water District.

**CLOSED SESSION**

President Petterle adjourned the Board into closed session at 7:35 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 7:49 p.m., President Petterle stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

**ADJOURNMENT**

President Schoonover adjourned the meeting at 7:50 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young". The signature is fluid and cursive, with the first name "Katie" written in a larger, more prominent script than the last name "Young".

Katie Young  
District Secretary