

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
June 3, 2008**

**CALL TO ORDER**

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:32 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, 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 customer Joseph Youmans (7:20) and District employees Doug Moore (Construction Superintendent) and Ryan Grisso (Water Conservation Coordinator) were in the audience.

**MINUTES**

On motion of Director Rodoni, seconded by Director Baker and unanimously carried the Board approved the minutes from the previous meeting as mailed.

**GENERAL MANAGER'S REPORT**

**Emergency Management Group**

Mr. DeGabriele reported that he and Drew McIntyre attended the Emergency Management Group meeting at the City of Novato and it was attended by representatives from all special districts, Novato Community Hospital, the Red Cross and Fireman's Fund. He said that the city and the Novato Fire Protection District jointly funded an Emergency Coordinator staff position and that it was recommended that special districts participate with their employees in the Get Ready Marin program. He said that this is to insure that public agencies that have emergency response responsibilities are ready at home so that employees can report to work in times of emergencies. He said the District will be looking into participating in that program.

**General Manager Absence**

Mr. DeGabriele advised the Board that he will be on vacation the first two weeks in July and that Drew McIntyre will be Acting General Manager in his absence.

**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**

Mr. McIntyre gave a status of the Recycled Water facility and advised that there has been a set back in the delivery of recycled water in the last two weeks.

### **WATER CONSERVATION MASTER PLAN 2008 WORKSHOP**

Mr. Grisso led a workshop for the Board on the Water Conservation Master Plan 2008 (Plan). He summarized the successful and innovative water conservation programs that the District has implemented for many years. He said that in 2001, the District signed onto the California Urban Water Conservation Council's (CUWCC) Memorandum of Understanding Regarding Urban Water Conservation and has successfully implemented all fourteen Best Management Practices (BMPs), as well as water conservation programs that exceed the CUWCC's BMPs. He stated that in 2005, the District prepared its own Urban Water Management Plan in cooperation with Sonoma County Water Agency; and in that plan, a water conservation program analysis was conducted by Maddaus Water Management (MWM). He said that the MWM has now updated the water conservation savings. Mr. Grisso said that the workshop will also address the market penetration study conducted by Planned Marketing Solutions International (PMSI) and the results of the focus groups.

Mr. Grisso briefly described the District's water conservation programs listed in Table 1 of the Executive Summary of the Plan. He said that these programs were evaluated by MWM using the Least Cost Planning Decision Support System (DSS) model for actual and projected conservation program participation. Each program is categorized by customer class and associated Tier One (BMP requirement), Tier Two (Beyond BMP requirement) or New Development Standards used for conservation analysis. He said that using the DSS model, the District savings was calculated at 1038 acre feet per year since 1998, exceeding the District's original target, and that using 2004 as the baseline year, the District has saved 746 acre feet per year. He said that the District will need to maintain the current levels of programs to retain the savings.

Mr. Grisso said that after comparing Cash for Grass programs offered by other water districts, the District is at the low end of the dollar amount per square foot of turf removal and his recommendation is to increase the rebate amount to \$1,000 maximum per house. He suggested establishing a water use per day requirement for applicants to discourage people that do not have regularly irrigated lawns from applying for the program as the objective is to save water. Director Frites asked Mr. Grisso, in regards to the Cash for Grass Program, if he has approached local nurseries to offer discounts on drought tolerant or native plants for customers participating in the Cash for Grass program. Mr. Grisso said that local nurseries have drought plants in stock, but that nurseries are corporate operations and local nurseries do not have control over all plant types that

they carry. He said that he will bring revisions to Regulation 15 and 17 back to the Board addressing rebate amounts.

Mr. Grisso said that the District works with developers to insure that Regulation 15 and all new development standards are being met before the city Occupancy Permit is signed off by the District.

Mr. Grisso said that the new programs that will be brought back for Board consideration in the future are: rain sensor rebate and distribution; hotel/motel retrofit; landscape irrigation efficiency rebate (i.e. installing mulch, converting spray irrigation with drip); increase urinal efficiency standards; and increase lavatory faucet standards for commercial sinks.

Mr. Grisso said that there were two focus groups interviewed by PMSI and both were not aware of the District's water conservation programs and most felt that they were now conserving water as much as possible. He advised that the respondents were not interested in participating in the Cash for Grass Program as they value the aesthetic attributes of their lawns and the rebates for replacement were too low; however, they were interested in the ET controller rebate and the Water Smart Home Survey.

Mr. Grisso said that the recommendations of PMSI as a result of the focus groups include: unifying all conservation efforts under the brand name, "Water Smart", using the Water Smart Home Survey to promote all water conservation programs; revamping the Cash for Grass Program to create more incentive for the customer; increasing community outreach through the Water Smart Home Survey and word-of-mouth; creating a separate Home Survey mailer targeted to high water use households and utilizing professional landscapers and local nurseries in promoting water conservation and District programs. The consultant provided suggestions on messaging and ways to effectively communicate the District's goal of saving water.

Mr. Grisso closed his presentation and said that the Plan addresses all aspects of conservation and includes every available opportunity for District customers to be water efficient. Mr. DeGabriele said that staff will come back with any future outreach programs to the Board. He said that the District has done a good job in meeting its target and is pleased that Mr. Grisso has obtained a model to calculate the amount of water saved and has learned how to use it.

### **CONSENT CALENDAR**

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

### **DRAFT WATER CONSERVATION MASTER PLAN 2008**

The Board approved the Water Conservation Master Plan 2008.

### **QUITCLAIM OF EXISTING UNUSED GROSVENOR EASEMENTS IN TRADE FOR NEW EASEMENTS (HAMILTON MARKET PLACE)**

Staff secured a waterline easement from the Grosvenor USA, Limited for new on-site water mains required for the Hamilton Marketplace project. Two older easements existed on various Grosvenor parcels for prior water facilities that have since been removed. In order to properly remove the old easements encumbering said parcels, the District must record two separate quitclaims.

The Board approved Resolution 08-10 and Resolution 08-11 entitled, "Authorization of execution of Quitclaim Deed to Grosvenor USA, Limited."

### **ACTION CALENDAR**

#### **APPROVE: DISTRICT REORGANIZATION AND RECOMMENDED SALARY ADJUSTMENTS**

Mr. DeGabriele stated that at the Closed Session on May 20, he apprised the Board of the proposed reorganization of the Operations, Maintenance and Construction departments resulting in the reduction of one department head and the addition of a technical assistant in the Operations/Maintenance Department. He stated that Transmission and Distribution will now fall under the supervision of the Construction/Maintenance Superintendent and that the above-ground maintenance will be consolidated under the supervision of the Operations/Maintenance Superintendent. Mr. DeGabriele said that as a result of the additional responsibility of these two superintendents, he is recommending a 5% increase in salary for the Construction/Maintenance Superintendent and a 10% increase in salary for the Operations/Maintenance Superintendent.

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried, the Board approved the District organization and salary adjustment for Construction/Maintenance and Operations/Maintenance Superintendents.

### **INFORMATION ITEMS**

#### **INITIAL REVIEW – FY 09 WEST MARIN BUDGETS**

Mr. Bentley presented the FY 09 West Marin budgets for the Board's initial review. He stated that the West Marin water system will see a 9% across the board increase and an increase in the bi-monthly service charge from \$10 to \$11. He advised that the big item in the five-year plan is the \$1.6M Gallagher Pipeline project and that the District hopes to obtain Federal funding and Prop 84 funding for this project. Mr. Bentley reported that since the conservation incentive rate was adopted three years ago, consumption in the higher tier is down. He summarized the improvement

projects scheduled for West Marin water in FY 09 and noted that West Marin is borrowing money from Novato through the inter-district loan policy. He advised that \$500,000 is owed to Novato and it is projected that in FY 10 the debt to Novato will be \$710,000. He reported that operating expenses will increase 4%, and that even with the 9% rate increase, the District remains the low provider in the updated Coastal Area Cost Comparison.

Mr. DeGabriele said that as a result of the trip to Washington, DC in February, the District was urged to submit an appropriation request for the Gallagher Pipeline project through Senators Feinstein and Boxer and Congresswoman Woolsey. He said that Congresswoman Woolsey made the appropriations request.

Director Rodoni said that West Marin debt to Novato will peak in 2010, that their sales are projected as being flat and that it is time to consider increasing the rates another 6%. He said West Marin water will not generate enough cash to pay back Novato any time soon. He suggested that the increase should be more than 9% and that a 15% increase would be acceptable given the improvements being made in the West Marin service area.

Mr. Bentley said that the District is required to give a 45-day notice to customers of rate increases under Prop 218 and that there is not time to do that this year. Director Rodoni said that staff should keep this in mind for next year.

Mr. Bentley said that there is no rate increase planned for the \$55/month fee for the Oceana Marin sewer system. He advised that the District has entered into an agreement with Phillips and Associates to take on the operations and maintenance of the Oceana Marin sewer system. He reviewed the other projects scheduled for Oceana Marin including \$10,000 for the visual mitigation of the emergency generator.

Mr. Bentley said that there will be an additional review of the West Marin budgets at the June 17<sup>th</sup> meeting and that the public hearing and approval is scheduled for the July 1<sup>st</sup> meeting in Point Reyes Station.

#### **IMPROVEMENT PROJECT - 4" STEEL WATER MAIN REPLACEMENT IN PRE – UPDATE**

Mr. McIntyre provided a brief summary of the 4" Steel Water Main Replacement project in Paradise Ranch Estates. He said that the steel waterline that had leaks and temporary patches had been repaired and was completed within 70% of the approved budget. He reported that the crew worked ten-hour days to reduce travel time and that temporary labor was used that lowered the estimated hourly rates.

Director Rodoni commended staff on a good job.

## **WATER PROJECT DEIR PUBLIC MEETING FORMATS**

Mr. DeGabriele reported that the Sonoma County Water Agency is on track to release the Water Project DEIR in late June. He reminded the Board that the Water Advisory Committee is committed to participate in the public hearing process. He said that there will be four sub-regional contractor public meetings and that Directors Rodoni and Baker will represent the District at the meeting tentatively scheduled to be held in Petaluma on September 11, 2008.

## **JUNE 2, 2008 TAC MEETING**

Mr. DeGabriele reported at the Technical Advisory Committee meeting held on June 2, 2008 there was a review of the water agency's report to the State Board on May 6 and that the Water Agency did a good job in responding to the State Board's concerns. He said he was encouraged to hear that the State Board is interested in seeing a petition to change Decision 1610 pertaining to the Agency's Russian River Water Rights.

Mr. DeGabriele said that subsequent to the State Board meeting, the Water Agency put out a call for water conservation. He advised that he called a meeting of the Water Conservation Subcommittee and said that all contractors are committed to use local supply and to request customers to use no more water than was used last year. He said it was important to reduce deliveries so that the Water Agency can request agricultural and upstream users to reduce their demand on the Russian River. He said that upstream users will make the most impact on the levels in Lake Mendocino and instream releases from Lake Mendocino can be reduced this year because dry spring conditions exist. He reported that at the end of May, the combined storage of Lake Pillsbury & Lake Mendocino is less than 130,000 AF which is the threshold to reduce instream flow to 75 cubic feet per second from the main stem of the Russian River downstream of Lake Mendocino to Dry Creek. Mr. DeGabriele said that last year all of the contractors' efforts resulted in about 5600 AF reduction from 2004 levels and the contractors are planning to achieve the same results as the previous year. He said the District is doing its part producing water out of Stafford Lake and the Recycled Water plant.

Mr. DeGabriele informed the Board that the TAC talked about water conservation metrics and the response to Assembly Bills 2153 & 2175. He said that the Water Conservation Subcommittee has asked two sub-committee members to develop a list of alternatives of water conservation metrics. The Water Conservation Subcommittee will review the alternatives and bring a recommendation back to the WAC. He advised that Assembly Bill 2153 did not make it out of the Assembly committee, but that AB 2175 did and will go on to the state Senate. He said that this bill

calls for a 20% reduction in per capita water use and does not reflect any benefit to SCWA water contractors in the region who have already made good efforts in proven water conservation savings.

Mr. DeGabriele advised that the Impairment MOU sunsets at the end of September 2008 and that he has agreed to work with the water contractors to develop a renewed MOU based on the actual aqueduct reaches that have limitation in flow, particularly the Petaluma aqueduct. He further advised that the Water Agency General Manager informed him that the Water Agency will sign the Sonoma-Marín Saving Water Partnership MOU.

The General Manager reported that the Biological Opinion is in Long Beach waiting for approval by NOAA/NMFS. He said that the Assistant General Manager of the Water Agency does not want the Water Project DEIR released until after Biological Opinion is approved and that the document will likely be before the Agency's board on June 24. Mr. DeGabriele stated that there are differences of opinion at the upper levels of the agency and that the decision on when to release the document rests with the Agency's Board of Directors. He opined that the DEIR should be released by June.

#### **JUNE 6, 2008 NBWA MEETING**

Mr. DeGabriele said that at last the NBWA meeting there was not a quorum, therefore the items on that agenda will be discussed at Friday's meeting. He noted that the budget will be considered for approval and that the District's contribution will be the same as last year.

#### **MARIN COUNTY CIVIL GRAND JURY REPORT: SUSTAINING MARIN'S FRAGILE WATER SUPPLY**

Mr. DeGabriele stated that the Civil Grand Jury Report does not address North Marin Water District and is focused on Marin Municipal Water District.

#### **MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements (5/21 and 5/28), Lawson's Landing Master Plan Update, AWWA Safety Achievements Award, Cell Phone Alert – Do Not Call List, NBWRA Program Update, Note from Customer.

Mr. DeGabriele acknowledged the award from AWWA presented to the District in recognition of its safety achievements in 2006.

The Board also received the following news article: Going Green with Greywater.

**ADJOURNMENT**

President Fraites adjourned the meeting at 8:29 p.m.

Submitted by

Renee Roberts  
District Secretary