

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 1, 2005**

CALL TO ORDER

President Baker 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 L. Bentley and Chief Engineer Drew McIntyre.

District employees Robert Clark (Facilities Maintenance Superintendent), Doug Moore (Construction Foreman), and Steve Atwater were in the audience.

MINUTES

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

GENERAL MANAGER'S REPORT

Marin Environmental Forum

The General Manager reported that today he spoke at the Marin Environmental Forum annual "Water Day" which was held at the Marin Rod and Gun Club where Marin Municipal Water District's Desalinization Pilot Plant is located. He said that a tour of the pilot plant was conducted.

Hearing

Mr. DeGabriele stated that tomorrow, he and Mr. Bentley will participate in the hearing regarding the complaint against the realtor that sold the house in Pt. Reyes Station to the District and that this will be held in Santa Rosa.

Personnel

Mr. DeGabriele reported that Dianne Landeros has been selected as the District's new Accounting / Human Resources Supervisor and that she started in that position today. He also stated that Doug Moore has been selected as Construction Superintendent and he will begin that position on December 1, 2005, replacing Brent Collins who is retiring.

Joint Meeting with Marin Municipal Water District

The General Manager apprised the Board that the joint meeting with Marin Municipal Water District is scheduled for 7:30 p.m., Monday, November 14th at the Inn Marin in Novato. He stated that he will meet with Paul Helliker, General Manager of Marin Municipal, to prepare an agenda.

Black Point Partnership

He stated that a Deed of Trust to guarantee financing for the StoneTree Golf Course Recycled Water Project has been drafted and is being reviewed by Black Point Partnership and that the deadline is the end of this week. He stated that North Marin will be the beneficiary of the Deed of Trust and that Bold, Polisner, Maddow, Nelson and Judson will be the Trustee.

Threat

Mr. DeGabriele reported that a threatening note was found in the building over the weekend, and that the threat is being taken seriously. He stated that locks to District buildings and key pad code have been changed and the Novato Police Department has taken a report.

OPEN TIME

Garner Tank

Director Fraites inquired if there is a trail near the Garner Tank that goes through Open Space or behind the Indian Valley College. Mr. DeGabriele stated that there is no improved trail that is the responsibility of North Marin, and he stated that although there is not a fence on the perimeter of the tank, there is an enclosure around the staircase leading to the top of the tank.

Special Meeting Notice

Ms. Roberts distributed the Special Meeting Notice for the joint meeting to the Board which will be held on November 14, 2005.

CONSENT CALENDAR

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried by the Board, the Consent Calendar was approved.

Fire Hydrant & Water Service Upgrade - 100 Bryan Dr.

This project is for an approximate 1,760 square foot addition to an existing single family residence which will require new water facilities including 50 feet of 6-inch PVC, 5 feet of 2-inch copper lateral, one residential fire hydrant and one 1-1/2 inch meter. An upsized 1- 1/2-inch meter is required to provide expanded residential fire sprinkler protection.

The Board authorized Resolution No. 05-40 entitled, "Water Service Facilities Construction Agreement with Steve Atwater."

Water Service Agreement - Reichert Avenue (APN 153-102-17 & 18) – Silva

This project is for one new single family residence on each of two parcels and new water facilities including 240 feet of 4-inch PVC main, 45 feet of 1-inch copper lateral, one upgraded residential fire hydrant and two 1-inch meters.

The Board authorized Resolution No. 05-41 entitled, "Water Service Facilities Construction Agreement with Dan and Albert Silva."

Notice of Completion for Olema Tank Replacement (Jones Brothers)

The Board authorized the General Manager to execute and file a Notice of Completion for the Olema Tank Replacement Project. This project was completed under budget and the Board complimented staff, especially District Assistant Engineer, Kenji Teshirogi, on a job well done.

Landscape Architect Selection for Demonstration Landscape Design Services at the District Headquarters

The Board approved the Authorization by the General Manager to enter into an agreement with Sarah Gronquist, Landscape Architect, for landscape design services at the District Headquarters Office on a time and expense hourly basis, in an amount not to exceed \$5,700.

Designation Of ACWA Voting Delegate

General Manager, Chris DeGabriele, was appointed by the Board as ACWA Voting Delegate at the Fall Conference in San Diego for election of the President and Vice President of ACWA to be held on November 30, 2005.

Outside Auditors' Report

The Board accepted the Outside Auditor's 2005 Audit Report and Management Letter prepared by Porter and Company.

Hybrid Ford Escape for Construction Superintendent Vehicle Replacement

The Board authorized replacement of Vehicle #24 ('97 F150 4X4) with a 2006 Ford Escape 4X4. Savings realized from other budgeted equipment purchases will offset the \$6,948 budget overrun for this purchase.

Disbursements

The Board authorized payroll and accounts payable vouchers totaling \$428,115.86 and estimated overheaded payroll for November of \$263,000.

Mr. Atwater left the meeting at 7:50 p.m.

ACTION CALENDAR

SOLICIT BIDS FROM CONTRACTORS FOR THE ADMINISTRATION BUILDING ACCESSIBILITY MODIFICATIONS

Facilities Maintenance Superintendent Robert Clark reported that the design for the accessibility modifications for the Administration Building has been completed by Daniel Macdonald Architects and that the project is ready for solicitation of bids for construction. He stated that the scope of work includes restroom improvements, remodeling of the lobby to accommodate customer service and reception, building entry and exit modifications and that the estimated cost for this phase of the work is \$610,000. He stated that this cost includes the rental of a trailer to be used during construction to accommodate the Billing Department and Reception and that signs will be provided to direct customers to the temporary reception area. Mr. Clark also reviewed future building and yard improvements projects that are estimated to cost \$1.6M.

Director Petterle said that it is important that the District provide access and also maintain the character of the building and he strongly supports the modification plan.

On motion of Director Petterle, seconded by Director Schoonover, and unanimously carried, the Board authorized staff to solicit bids for the Administration Building Accessibility Modification.

CSW/STUBER-STROEH ENGINEERING SERVICES FY05-06 CONTRACT – MISCELLANEOUS ENGINEERING SERVICES

Mr. McIntyre presented the new agreement with CSW/Stuber-Stroeh to provide miscellaneous engineering services to assist District Engineering staff with both District and developer workload demands with a not-to-exceed limit of \$20,000.

On motion by Director Schoonover, seconded by Director Fraites, and unanimously carried, the Board authorized the General Manager to execute an Agreement for FY05-06 Consulting Services between NMWD and CSW/Stuber-Stroeh for Miscellaneous Engineering Services with a not-to-exceed limit of \$20,000.

QUITCLAIM EXISTING WATER FACILITY EASEMENT - THE VILLAGE AT NOVATO - PHASE I

Mr. McIntyre stated that the Board recently approved the Water Services Agreement for the Village at Novato (Phase 1) and that the District obtained the necessary easements for the project. He stated that in reviewing the original easement for fire service for the original building, it was determined that this easement was no longer needed as the fire service was installed outside of that easement. He stated that the costs associated with the quitclaim of this easement are being borne by the developer.

On motion by Director Petterle, seconded by Director Fraites, the Board unanimously approved the quitclaim of the original Grant of Easement (1997) for the existing 8" fire service and authorized the General Manager to execute said quitclaim.

INFORMATION ITEMS:

QUARTERLY PROGRESS REPORT – MAINTENANCE DEPARTMENT

Mr. Clark reported that the first quarter Maintenance Department progress report now combines the electrical/mechanical and transmission/distribution budgets and that projects have progressed as planned. He stated that all scheduled activities have been completed with the exception of closing out the backflow inspection by the City of Novato and final inspections of customer repairs. He stated that during this quarter, a communication failure occurred at the Verizon facility on South Novato Boulevard resulting in an operational loss for two days, but that this problem has been addressed with Verizon and assurances were made that a quicker response will be made in the future. Mr. Clark stated that special projects continue to be Stafford Treatment Plant Security installation, modifications to the Administration Building, Oceana Marin disposal field control automation design, and Dillon Beach Lift Station alarm monitoring design. He stated that the District applied for and received a \$56,000 PG&E rebate for Stafford Treatment Plant high service pump variable speed drives.

QUARTERLY PROGRESS REPORT – ENGINEERING DEPARTMENT

Mr. McIntyre provided the first quarter progress report for the Engineering Department noting that Improvement Project expenditures are forecasted to not exceed approved budgeted amounts for FY05-06. He stated that actual progress lagged behind planned progress primarily due to delays in the completion of the Stafford Treatment Plant Rehabilitation construction, and ongoing discussions concerning the Palmer Drive Tank site with the Anderson Rowe Development HOA. Mr. McIntyre stated that West Marin projects are on track.

SONOMA-MARIN SAVING WATER PARTNERSHIP

Mr. DeGabriele provided a status of the proposed draft MOU formalizing the commitment among the parties of the Sonoma-Marin Saving Water Partnership and the Participating Partner Requirements for Regional BMP Water Conservation Compliance.

He stated that nine of the eleven proposed parties met in mid-October to review the MOU and requirements and that he will be updating the Water Advisory Committee at their next meeting on November 7. He stated that he will be developing an example model as to how costs will be allocated among participating parties since there is a sharing formula already in place. Mr.

DeGabriele stated that a significant change for North Marin would be the proposed requirement of adding a full-time equivalent water conservation staff member.

Director Baker requested that when the request for approval of additional staff is brought before the Board that the General Manager provide the Board with reasons for requiring a full-time water conservation position and what the job duties would be. He stated that he is concerned with adding additional staff.

NORTH BAY WATER REUSE AUTHORITY

The General Manager provided information on the North Bay Water Reuse Authority and its plan to move recycled water from urban areas in the North Bay to agricultural and commercial users in Napa and Sonoma Valley. He referred to this project as the “son of the Napa Salt Marsh Restoration Project” which proposes to use recycled water from the Sonoma Valley and Napa Wastewater Treatment Plants to speed up the restoration of the brine in the Napa Salt Marsh and that Novato, Petaluma and Las Gallinas Valley Sanitary District have been identified as possible phase 2 participants in the restoration. He stated that he has been participating in the technical meetings and is interested in local reuse alternatives as there must be a long term user of recycled water once the Napa Salt Marsh is restored. He stated that Novato Sanitary District and North Marin are jointly funding a study by Nute Engineering for a Recycled Water Implementation Plan in the Novato service area.

HEALTH INSURANCE CONTRIBUTION

Mr. Bentley stated that the new labor agreement fixed the District’s maximum health insurance contribution amount for the five-year term of the agreement and therefore, annual resolutions revising the contribution amount are unnecessary. He stated that increasing health care costs are addressed in the labor agreement through annual increases in the District’s contribution to the employee cafeteria plan. He further advised the Board that CalPERS policy promotes equity between the contribution amount for employees and retirees. He stated that he will provide information at the next meeting on health care increases.

WATER ADVISORY COMMITTEE MEETING AGENDA (11/7/05)

Mr. DeGabriele provided the Board with the agenda for the Water Advisory Committee Regular meeting to be held on Monday, November 7, 2005. He stated that he will provide the WAC with an update on the proposed Sonoma-Marín Saving Water Partnership.

NORTH BAY WATERSHED ASSOCIATION MEETING AGENDA (11/4/05)

Mr. DeGabriele also provided the Board with the Agenda for the North Bay Watershed Association Meeting to be held on Friday, November 4, 2005.

MISCELLANEOUS:

The Board received the following miscellaneous information: Review of Scheduled Agenda Items, Memo Re Disbursement Item #31 – Payment to FDIC, Water Conservation Program Quarterly Status Report, Workers' Compensation Liabilities, 2005 Flex Your Power Finalist Notification, MMWD Seawater Desalination Pilot Plant, Letter Re Cellular Phone Tower.

The Board also received the following news articles: Who's Really No. 1 Can Be Matter of Interpretation (10/25), SR No Longer Biggest Discharger of Wastewater in River (10/25), Potter Valley Could Snag Water-Sharing Plan (10/22), River Fishing Ban Sought for Chinook (10/19), Giant Reed Threatens River, Crowds Plants (10/17).

ADJOURNMENT

President Baker adjourned the meeting at 9:04 p.m.

Submitted by

Renee Roberts
District Secretary