

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
February 3, 2015**

**CALL TO ORDER**

President Baker 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, Stephen Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young and Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

District employees Ryan Grisso (Water Conservation Coordinator), Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) 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 presented.

**GENERAL MANAGER'S REPORT**

**Fluoridation Advisory Committee**

Mr. DeGabriele advised the Board that he attended two Fluoridation Advisory Committee meetings in December and January. He stated that the Sonoma County Health Department asked that an Ad Hoc committee be developed to create a recommendation for the Fluoridation Advisory Committee to present to the Board of Supervisors. He noted that he volunteered to be on the Ad Hoc committee to help develop further analysis on fluoridation of the water.

**15 Gustafson Court**

Mr. DeGabriele advised the Board that District Employee Peter Castellucci is interested in purchasing 15 Gustafson Court from the District. He stated that Mr. Castellucci is already a participant in the District's Employer Assisted Housing Program and owns a 1-bedroom condo in Novato. He noted that the market has improved and Mr. Castellucci is ready to sell his condo and buy the Gustafson Court property. Mr. DeGabriele informed the Board he would bring back more information at the next meeting.

### Junior Accessory Dwelling Units

Mr. DeGabriele pointed out to the Board a letter in the miscellaneous section of the agenda packet from the Mayor of Novato regarding Junior Accessory Dwelling Units. He stated that District staff has not yet researched this information in detail but will do so and return to the Board with more information.

### S. Laurence (Larry) Glazier Obituary

Mr. DeGabriele informed the Board that S. Laurence (Larry) Glazier passed away and provided the Board with his obituary. He stated that Mr. Glazier was on the Board for Homestead Valley Sanitary District and played an instrumental role in the Marin County Special Districts Association in the late 1990's.

### **OPEN TIME**

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

Robert Clark advised the Board that the Stafford Treatment Plant started production this week. Mr. McIntyre informed the Board that he will be on vacation for the next Board meeting on February 17<sup>th</sup>. Katie Young provided the Board with new payment submittal forms for committee meetings the Directors attend.

### **CONSENT CALENDAR**

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

### **LAFCO SPECIAL DISTRICT MEMBER CALL FOR NOMINATIONS**

Marin LAFCO is calling for nomination for a Special District Member. The Board nominated Director Jack Baker for the position. If elected Director Baker would serve a four-year term ending in May 2019.

### **PROPOSED FY15/16 BUDGET REVIEW SCHEDULE**

The Board approved the Proposed FY15/16 Budget Review Schedule as presented.

### **PROPOSED FY15/16 RATE HEARING SCHEDULE**

The Board approved the Proposed FY15/16 Rate Hearing Schedule as presented.

## **ACTION CALENDAR**

### **ADOPTION OF ORDINANCE NO. 31**

Ryan Grisso, Water Conservation Coordinator, reminded the Board of Ordinance 29, adopted at the public hearing held on April 1, 2014 declaring a water shortage in West Marin due to dry year conditions on Lagunitas Creek pursuant to Water Right Order 95-17. He stated that outdoor restrictions are still in effect but the mandatory 25% water reduction is no longer needed because as of January 16<sup>th</sup>, Lagunitas Creek has reached “normal” year rainfall. Mr. Grisso advised the Board with the adoption of Ordinance 31, Ordinance 29 would be rescinded.

Director Rodoni stated that in rescinding Ordinance 29, it will be more beneficial to customers in the West Marin area to get new service connections.

On motion of Director Rodoni, seconded by Director Fraites and unanimously carried, the Board adopted Ordinance No. 31 entitled: “An Ordinance of North Marin Water District Declaring End of the Water Shortage Emergency Condition in the District and Rescinding Ordinance No. 29.”

### **STAFFORD LAKE WATER QUALITY EVALUATION CONSULTANT SERVICES**

Mr. Clark advised the Board that staff is requesting a new consultant, SRT Consultants, for the Stafford Lake Water Quality Evaluation Project. He reminded the Board that the previously approved consultant, Mike McGuire was unable to finish the project due to a family emergency. Mr. Clark informed the Board that SRT Consultants submitted a proposal when the District first obtained bids. He stated that they are qualified to complete the work and have received the background information. He advised the Board that SRT Consultants will finish the evaluation by the end of the fiscal year. Mr. Clark informed the Board that the SRT price was higher than the original McGuire price but was still within the \$50K budget.

Director Fraites asked why staff is unable to perform the water quality evaluation.

Mr. Clark stated that staff does a lot of work in-house with respect to the water quality and the watershed but are looking for more expertise on controlling the taste and odor issues that have occurred.

Mr. DeGabriele advised the Board that staff has done a great job with the water quality and has a good understanding of the water at Stafford Treatment Plant but wants to leave no stone unturned and develop a strategy to control the taste and odor issues so that the treatment plant does not have to be shut-down when a problem occurs.

On motion of Director Petterle, seconded by Director Schoonover and unanimously carried, the Board authorized the General Manager to execute a consulting contract with SRT Consultants, for an amount not to exceed \$45,000.

### **INFORMATION ITEMS**

#### **SERVICE CHARGE ANALYSIS**

Mr. Bentley provided the Board with a service charge analysis consisting of a detailed breakdown of costs compiling the service charge. He stated that the bi-monthly service charge is \$30 and the cost components are: Capital Replacement Cost (41%), Debt Service (36%), Billing & Accounting (17%), and Meter Reading/Maintenance (6%)

Director Schoonover asked if the service charge analysis has been provided to the rate payers.

Mr. DeGabriele stated that staff can put the service charge analysis on the District's website to give customers an opportunity to understand the charged components.

#### **WATER CONSERVATION MID-YEAR UPDATE (JULY – DECEMBER 2014)**

Mr. Grisso provided the Board with the Water Conservation Mid-Year Update. He stated that all of the water conservation programs are doing well and that there have been 181 Water Smart Home Surveys completed, and Cash For Grass has had one of the biggest years ever, completing 75 projects. He stated that new development is occurring and commercial improvements are happening as well.

Mr. Grisso advised the Board that a fall *WaterLine* was sent to West Marin customers and a bill insert will be sent out mid-February to all Novato customers reminding them of all the landscape programs available. He stated that there will be a glass bottle give-away with a coupon and that there was a Drought Drive-Up in West Marin that was successful, giving away about 15 toilets. Mr. Grisso informed the Board that he and Katie Young have done a lot of public outreach through FaceBook and it has been a big success.

Mr. Grisso advised the Board that expenditures are up and that he has some different suggestions of options to use the water conservation budget. He stated that some of the options are to have another toilet giveaway, increasing rebates for Cash for Grass and Lawn Be Gone program when using certain landscaping, such as native plants, and internally fund some recycled water sites for irrigation system retrofitting. He advised the Board he would come back at a later meeting with final recommendations.

Director Petterle requested a cost/benefit analysis of the recommended programs.

Director Fraites stated that he was pleased to hear that the District emphasizing native plants with the Cash For Grass Program. Mr. Grisso stated that providing an increase in the rebate for planting native plants might be an option.

Director Rodoni stated that he liked the idea of combining the Cash For Grass and Lawn Be Gone program to increase the amount of the rebate.

### **MID-YEAR PROGRESS REPORT – ENGINEERING DEPARTMENT**

Mr. McIntyre provided the Board with the Mid-Year Progress Report for the Engineering Department. He advised the Board that there were 14 carryover projects, three being the SMART casing extensions that the District completed. He noted that even though there were a high number of carryover projects the sum only equaled 1.5% of the budget. Mr. McIntyre stated that a major controlling aspect of the Capital Improvement Project is the Aqueduct Energy Efficiency Project, which is 75% of the budget. He advised the Board that Ken Sinclair will be returning to the Board in March for another update on the aqueduct project. He stated that staff has requested proposals for the 12" cast-iron pipe bursting project on South Novato Blvd.

President Baker asked where the exact location of the South Novato Blvd. project was and if it was going to be done in the middle of the road or to the side. Mr. McIntyre responded that the project limits are from Sunset Parkway up to Rowland, approximately 1,000 FT and that it will be on the west side of the center line. He informed the Board that although the request for proposal went out, the project will not start until after school is out for the summer. He noted that it will help with traffic impact and be more efficient for the project.

Mr. McIntyre informed the Board that staff is working on the permitting for the San Mateo Tank pipeline on Mt. Burdell. He stated that there was a kick-off meeting with Marin County Parks and the District will be moving forward with an Environmental Review and Geotech investigation. He noted that the District will use the Miller Pacific Engineering general service agreement for the Geotech work and will be bringing back to the Board a consultant agreement for the Environmental Study in about 6-8 weeks.

Mr. McIntyre stated that the Atherton Tank Recoat project is anticipated to be completed by the end of the fiscal year and the contractors have completed the blasting inside and will be coating the tank next week.

Mr. McIntyre advised the Board that in West Marin the Gallagher Pipeline Project was completed and the District is waiting on final grant funds. He noted that miscellaneous work is being performed while getting the new system up and running and will be paid from the West Marin budget.

Mr. McIntyre informed the Board that staff chose Michael Baker to complete the Stafford Dam Emergency Action plan and that three proposals were received for the Oceana Marin Master Plan Update.

Mr. McIntyre advised the Board that for the last couple of years, there were not a lot of engineering labor hours expended on developer projects but he believes there is an uptick in Novato development. He stated that he is expecting to see water service agreements come to the Board in the next 6-12 months.

#### **MID-YEAR OPERATIONS/MAINTENANCE 2014/15 UPDATE**

Mr. Clark provided the Board with the Mid-Year Operations/Maintenance update. He stated that there were thirteen safety incidents, six of which were recordable incidents and some near misses. He advised the Board that supervisors and employees have gone through a thorough review and are making corrective actions so the incidents do not occur again.

Mr. Clark advised the Board that Dianne Landeros and he are using a new training program that is able to track training hours and keep employees on track to maintain certification.

Mr. Clark informed the Board that Stafford Treatment Plant did not have a lot of water to treat between July and December 2015 with only 178MG of production for the first half of the fiscal year. He stated that with the rainfall in December the lake rose from 177' to the 196' on December 16<sup>th</sup>. Mr. Clark advised the Board that staff has installed 13 more of the tank level and intrusion sensors and modified the PLC's at School Road and Winged Foot Pump Stations.

President Baker asked if Novato Sanitary District had improved their operations to produce recycled water. Mr. Clark stated that NSD has improved their water quality issues and the District is using a lot less potable make up water than in the past.

Mr. Clark advised the Board that in Oceana Marin there has been minor maintenance completed to door hinges and new locks on the facilities, minor roof repairs and other miscellaneous work done that was neglected when the operations and maintenance was the responsibility of a private contractor. Mr. Clark informed the Board that Estero Mutual no longer wants to share power and the District is in the process of getting power with PG&E services.

#### **STAFFORD TREATMENT PLANT TRANSMISSION LINE EVALUATION – RESULTS FOR CONDITION ASSESSMENT OF 18” AND 24” CONCRETE CYLINDER PIPELINE BY PURE TECHNOLOGIES**

Mr. McIntyre provided the Board with the summary of the Stafford Treatment Plant Transmission Line Evaluation and gave the results of the assessment on the condition of the 18” and 24” concrete cylinder pipeline. He advised the Board that staff is happy with the overall condition

of the pipe. The consultant report stated that there were no leaks and the video on the inside showed that the lining was thinning in one area. Mr. McIntyre provided a sample of what pipeline looks like.

Director Petterle asked if there was any asbestos found in the pipe. Mr. McIntyre stated that there was no asbestos found in the all cement pipeline and advised the Board that the lining and coating are all cement based.

Mr. McIntyre advised the Board that staff did go over on the budget with labor costs.

President Baker asked if staff learned anything from the evaluation. Mr. McIntyre stated that there were no big revelations but staff is now more comfortable knowing the pipeline could last another 20 years and continue to provide good service.

### **RUSSIAN RIVER BIOLOGICAL OPINION PPFC MEETING – JANUARY 28, 2015**

Mr. DeGabriele provided the Board with a brief summary of the Russian River Biological Opinion Public Policy Facilitating Committee (PPFC) Meeting held on January 28<sup>th</sup> that he and Director Rodoni attended. He stated that Sonoma County Water Agency reported that the first milestone has been met, completion Mile 1 of the Dry Creek Habitat Enhancement Project and that Miles 2 and 3 are underway with property negotiations ongoing. He noted that 70% of landowners approached were agreeable to participate. He stated that the US Army Corps of Engineers reported on legislative and public outreach updates commenting on the Continuing Authorities Program and a new General Investigation Program to establish Federal Cost Share and Sonoma County Water Agency is hopeful the Corps of Engineers share will be 65%.

Mr. DeGabriele provided the Board an update on the Russian River Diversion System and stated that the project under construction came through the December flooding with no permanent damage and there was time lapse and aerial photography of the project.

Mr. DeGabriele advised the Board that the Department of Fish and Wildlife is providing grant funding for the Coastal Monitoring Program on the tributaries to Dry Creek and the Russian River. He informed the Board that National Marine Fisheries Service provided an overview of the Russian River Habitat Focus Area Blue Print and stated that it was good news and believes they are taking responsibility and making an effort to make sure the project is successful.

Director Rodoni advised the Board that they may visit the Sonoma County Water Agency website to see the virtual tours of the Russian River Diversion System.

**WAC/TAC MEETING – FEBRUARY 2, 2015**

Mr. DeGabriele provided the Board with a brief summary of the February 2<sup>nd</sup> Water Advisory and Technical Advisory Committee Meeting. He stated that as of February 1<sup>st</sup> Lake Mendocino was at 60,000AF and Lake Sonoma was at 190,000AF. He distributed the regional water comparison chart and stated that all water contractors including Marin Municipal are down 16% in water production from February through December 2014. He stated that he believes the State Board will continue or enhance their water conservation requirements and that Sonoma County Water Agency might request a continuance of the Temporary Urgency Change Order, allowing lower flows in the Russian River. Mr. DeGabriele advised the Board that at the February 17<sup>th</sup> State Board meeting, there will probably be talk of additional water conservation requirements.

Director Rodoni informed the Board that Marin Municipal Water District Director Jack Gibson has been attending the WAC meetings more frequently and that the new Director Larry Bragman from MMWD attended the meeting as well.

**NBWA MEETING – FEBRUARY 6, 2015**

President Baker stated that he will be attending the North Bay Watershed Association Meeting on February 6, 2015.

**MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements, Quarterly Labor Cost Report, Outside Auditor Personnel Change, Home for Sale – 15 Gustafson Court, Dry Creek WAC/TAC Tours, Salinity Notice (1/13), Complete Notification of Lake or Streambed Alteration, Notice of Surface Water Shortage and Potential for Curtailment of Water Right Diversions for 2015, Ltr. From Novato City Mayor re: Junior Accessory Dwelling Units, CA-NV AWWA Recognizes 2014 Contributions to AWWA and the Water Industry and Rep. Huffman to Serve as Ranking Member on Water, Power and Oceans Subcommittee.

The Board received the following news articles: Marin Voice: Second units could be Marin's housing answer, 1975 Olema water bond fully repaid, S. Laurence (Larry) Glazier Obituary, Marin heads toward near-record dry January and Be Here Then.

The Board also received the following miscellaneous items at the meeting: Regional Water Production Comparison Chart and WAC/TAC Meeting – February 2, 2015 Summary. The Board also received the following news articles: Russian River basin prepares for fourth year of drought, Salinity Notices (1/20, 1/27), and Board cannot be blamed.



**ADJOURNMENT**

President Baker adjourned the meeting at 8:26 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young". The signature is written in a cursive style with a large, stylized "Y" at the end.

Katie Young  
District Secretary