

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
March 19, 2013**

CALL TO ORDER

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

District employee Robert Clark (Operations/Maintenance Superintendent) and Doug Moore (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

Mr. DeGabriele informed the Board that the Pt. Reyes Light is planning a story on West Marin Water Systems, including North Marin. He stated that he and Robert Clark will be meeting a reporter of the newspaper and that he has prepared an information handout about the West Marin water supply. He noted that the reporter indicated she may want to speak with a Board member and he suggested Director Rodoni.

Mr. DeGabriele advised the Board that he will be attending Sonoma County Water Agency's tour of the coho broodstock hatchery at the Warm Springs Dam on Friday, March 22nd.

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

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

Drew McIntyre informed the Board that staff is working on closing out the contract for the Recycled Water Phase 1b Project and is working with Disney Construction on trying to bring the project to a close. Director Schoonover asked if staff was making progress. Mr. McIntyre replied

that he is waiting for a response back from Disney Construction but is unsure of an actual date that the project will close.

MONTHLY PROGRESS REPORT

Mr. DeGabriele reviewed the Monthly Progress Report for February. He stated that water production in both Novato and West Marin is on par with one year ago and that Stafford Treatment Plant continues to produce good quality water since it started up mid January. He stated that Recycled Water Production is expected to start in April, at both Novato Sanitary District and Las Gallinas Valley Sanitary District. Mr. DeGabriele advised the Board that the Stafford Lake data, from February 2012 was erroneous and provided a corrected version to the Board.

Mr. DeGabriele stated that Stafford Lake is six-inches below spillway and there has been 17.4" of rainfall year-to-date. He advised the Board that the water supply pools at Lake Sonoma and Lake Mendocino are 98% and 88% full and that Lake Pillsbury is only 72% full. Mr. DeGabriele stated that in Oceana Marin both the treatment and storage ponds have adequate freeboard. He informed the Board that he received an email from Tomales Community Service District requesting information about the recent repairs to the cross country sewer lines at Oceana Marin and that Drew McIntyre would give them the information.

Mr. DeGabriele informed the Board that employee safety performance continues to be positive and informed the Board that he has asked staff for ideas on how they would like to be recognized for their outstanding safety performance. Mr. DeGabriele stated that in the month of February the construction crew replaced 13 polybutylene service lines. He stated that the Summary of Complaints and Service Orders were down 15% for the month due to fewer high bill complaints compared to last year, but up 10% year-to-date due to almost 100 more high bill complaints this year than last year.

Director Baker asked what sort of progress was being made on replacing the polybutylene service lines. Mr. DeGabriele responded that the engineering staff, along with Robert Clark are updating the master plan and are working on replacing services on more of a planned basis. He stated that currently the District tries to replace services in advance of the City of Novato or County of Marin paving or drainage projects.

David Bentley reviewed the Monthly Report of Investments stating that at the end of February the District's cash balance was \$8.3M. He informed the Board that the District received a reimbursement from the State of \$789K for the State Revolving Fund Loan for the Recycled Water Project.

CONSENT CALENDAR

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

LAFCO ELECTIONS BALLOT

At the February 19, 2013 meeting, the Board nominated Director Jack Baker for the Marin LAFCO Special District Regular Member position. Ballots require “ranked” voting to enable an instant run-off. There were four candidates: Lew Kious (Almonte Sanitary District), Jack Baker (NMWD), Richard Snyder (Sanitary District 5), and Craig Murray (Las Gallinas Valley Sanitary District).

The Board voted for Marin LAFCO Special District Regular Member to be: 1. Jack Baker and 2. Craig Murray.

VACUUM EXCAVATOR PURCHASE

At the February 19, 2013 meeting, the Board authorized staff to solicit bids for a replacement trailer mounted vacuum excavator. The District received a total of three bids, which all came in above the FY2012/13 \$65,000 budget amount. The \$530 budget exceedance will be made up from other equipment purchase items which came in below budget.

The Board authorized staff to award the purchase contract for the new trailer mounted vacuum excavator to ALLQUIP Universal for a total of \$65,530.

ACTION CALENDAR

LEONARD CHARLES ASSOCIATES CONTRACT AMENDMENT FOR PR TREATMENT PLANT SOLIDS HANDLING PROJECT

Drew McIntyre reminded the Board that at the February 5th meeting, staff updated the Board on the status of the Marin County Coastal Development Permit required for the Pt. Reyes Treatment Plant Solids Handling Project. He noted that additional information was being requested and in order to get the information needed staff would have additional consulting fees of up to \$60K. Mr. McIntyre stated that Leonard Charles would be providing the needed biological assessment including studies on the spotted owl, evolutions of the plant and wild life species in and around the area, and mapping those sensitive species. He stated that the additional services would cost \$12,851.

On motion of Director Schoonover, seconded by Director Rodoni and unanimously carried, the Board authorized the General Manager to execute a contract amendment with Leonard Charles

& Associates to perform the biological site assessment in the amount of \$12,851 and a contingency not to exceed \$1,300.

HYDROSCIENCE ENGINEERS CONTRACT AMENDMENT FOR PR WATER TREATMENT PLANT SOLIDS HANDLING PROJECT

Drew McIntyre reminded the Board that at the February 5th meeting, staff updated the Board on the status of the Marin County Coastal Development Permit required for the Pt. Reyes Treatment Plant Solids Handling Project. He noted that additional information was being requested and in order to get the information needed staff would have additional consulting fees of up to \$60K. Mr. McIntyre stated that HydroScience would be performing the additional work to fulfill the requirements for the permit design stage costing \$8,220.

On motion of Director Petterle, seconded by Director Rodoni and unanimously carried, the Board authorized the General Manager to execute a contract amendment with HydroScience Engineers, Inc. for additional design phase services in the amount of \$8,220 and a contingency not to exceed \$1,000.

PACIFIC LAND SURVEYS TOPOGRAPHIC UTILITY SURVEY CONTRACT - GALLAGHER WELL PIPELINE PROJECT

Mr. McIntyre reminded the Board that staff submitted an application to the State for Proposition 50 grant funding on March 5, 2013 for the Gallagher Well Pipeline Project. He stated that the design phase for the project will take up to three months and staff would like to move forward in completing the survey work needed in advance. Mr. McIntyre stated that staff requested proposals from survey firms and Pacific Land Surveys was the lowest cost at \$10,500. He noted that the design for this project would be done by staff and construction of the project would be competitively bid.

Director Baker asked if the District would still be eligible for the grant funding if they start surveying before receiving the money. Mr. McIntyre stated that the District would still be eligible for the grant funds.

On motion of Director Rodoni, seconded by Director Baker and unanimously carried the Board authorized the General Manager to execute a survey contract with Pacific Land Surveys in the amount of \$10,500 and a contingency not to exceed \$1,500.

AWARD CONSTRUCTION CONTRACT FOR RECYCLED WATER ONSITE RETROFIT PROJECT
– GROUP 2

Mr. McIntyre reminded the Board of the onsite retrofit project that the District has for the Recycled Water North and South project. He stated that staff received approval to advertise the work at the January 15th meeting and twelve contractors attended the mandatory pre-bid meeting and the District received four bids. Mr. McIntyre said that Wildcat Engineering was the lowest bidder at \$249,189. He noted that staff completed the evaluation of the bid proposals and checked references. He stated that the project consisted of converting 13 customer sites who currently are using potable water, to recycled water for irrigation. He noted that there are four sites in the North service area, with the remainder in the South service Area. Mr. McIntyre advised the Board that staff requests authorization to award the work to Wildcat Engineering to complete the project.

On motion of Director Petterle, seconded by Director Schoonover and unanimously carried, the Board approved award of the Recycled Water Onsite Retrofit Project – Group 2 construction contract to Wildcat Engineering and authorize the General Manager to execute an agreement with Wildcat Engineering.

INFORMATION ITEMS

BOARD REVIEW OF DISTRICT POLICIES: 2 - BILL ADJUSTMENT POLICY, 3 - BILL ADJUSTMENT POLICY RE STORM DAMAGE (NATURAL DISASTERS), 6 – LATE CHARGE AND SHUT – OFF POLICY

Mr. DeGabriele informed the Board that it had been 7 years since all Board policies had been reviewed. He stated that on future agenda's the Board would receive several policies with recommended changes from staff in highlighted/strike-out format and request suggestions from the Board. He stated that he would bring back the amended policies at a later date to be adopted. Mr. DeGabriele advised the Board that under review currently is Policy Number 2 – Bill Adjustment, Policy Number 3 – Bill Adjustment re Storm Damage (Natural Disasters), and Policy Number 6 – Late Charge and Shut-Off Policy.

Director Baker asked when Policy Number 3 was initiated. Mr. DeGabriele stated that it was likely initiated subsequent to the 1982 storm, where homes were demolished and services were interrupted.

President Fraites asked if there was a timeline for the payment in Policy Number 6 – Late Charge and Shut-Off Policy. Mr. DeGabriele responded that if a consumer is unable to provide the payment at the time of shut-off the consumer's water will be turned off.

Director Rodoni asked if in Policy Number 6 – Late Charge and Shut-Off Policy, the District should determine a bill amount that staff could ignore and to include that amount as part of the policy. David Bentley responded that staff does use such a threshold amount and he will consult with the Consumer Services staff to consider adding it to the policy.

Director Petterle suggested that Policy Number 3- should change the title from Bill Adjustment re Storm Damage to Bill Adjustment re Natural Disasters.

LEVERONI CREEK BANK REPAIR PROJECT CLOSE OUT

Mr. McIntyre reviewed the Leveroni Creek Bank Repair Project stating that the total project cost was \$150,000 compared to the budget of \$185,000. He stated that the District will have to continue to do post construction monitoring for three years and will continue irrigating the new plantings.

Mr. Clark stated that a local Boy Scout troop including employee Joe Cilia's son, James Cilia whom became a new Eagle Scout as a result of the work completed. Mr. Clark informed the Board that James put together a work schedule, outlined the plants needed and cost and got a good sized group of volunteers to help complete the project which saved the District money. He stated the kids did a great job.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements, Margaret Todd Senior Center 1993 – 2013 Celebrating 20 years, and Brown Announces Appointments to Water Board, Delta Stewardship Council.

The Board also received the following news articles: Marin Voice: Sponsorships can help our parks.

Mr. DeGabriele alerted the Board that he received an email from Bob Maddow regarding the Governors appointments to the State Water Resources Control Board and Delta Stewardship Council and shared it with the Board providing a more personal perspective on the appointments.

President Fraites adjourned the meeting at 8:10 p.m.

Submitted by



Katie Young
District Secretary