

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
November 4, 2014**

**CALL TO ORDER**

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

Joy Eldredge, Napa Water General Manager, Jessica Mitchell and Joe Breit, Jay Jasperse (SCWA Chief Engineer) and District employees Adam Breit (Laborer), Luis Ortiz (Pipeworker), Robert Clark (Operations/Maintenance Superintendent), and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

**CITY OF NAPA'S ACKNOWLEDGEMENT OF TWO NMWD EMPLOYEES**

Mr. DeGabriele introduced Joy Eldredge, Napa Water General Manager to the Board. He stated that two District employees on their own personal time assisted the City of Napa following the August 24<sup>th</sup> earthquake. He stated that Adam Breit, whose father and girlfriend were in the audience, assisted the City of Napa, as well as, Luis Ortiz. He informed the Board that Adam and Luis volunteered at City of Napa after working a full daily shift for the District for the entire week. Mr. DeGabriele thanked Luis and Adam for their efforts and for continuing an outstanding reputation for the District.

Ms. Eldredge advised the Board that the City of Napa usually fixes approximately 100 leaks a year and by mid-morning on August 24<sup>th</sup> they already knew of 60 leaks and by Monday morning they knew of at least 90. She informed the Board that Napa received a significant amount of assistance from other large agencies such as Alameda County Water District, Contra Costa Water District, East Bay MUD and the City of Fairfield, but Adam and Luis were the only two volunteer water utility employees assisting the city. Ms. Eldredge commended Luis and Adam for their efforts and commitment to the water industry and thanked them with a congratulatory t-shirt and water bottle with the slogan "Napa Rocks, but the Water is On."

Mr. McIntyre stated that Ms. Eldredge and Phil Brun have been doing a great job going to other agencies and are being proactive about sharing the lessons they have learned from the earthquake and teaching others to be more prepared.

President Rodoni thanked both Adam and Luis for their volunteerism and stated that the Board was very proud of their efforts. He also thanked Ms. Eldredge for her presentation to the WAC/TAC members about the August 24<sup>th</sup> Earthquake.

Luis Ortiz, District employee stated that he did not volunteer to be recognized but wanted to do something to help out. He thanked Ms. Eldredge for the recognition.

### **MINUTES**

On motion of Director Baker, seconded by Director Petterle, the Board approved the minutes from the previous meeting as amended by the following vote:

AYES: Director Baker, Fraites, Petterle, Rodoni

NOES: None

ABSTAIN: Director Schoonover

ABSENT: None

### **GENERAL MANAGER'S REPORT**

#### **Meeting with San Francisco Regional Quality Water Control Board**

Mr. DeGabriele informed the Board that he, Robert Clark and Pablo Ramudo will be meeting with the San Francisco Regional Water Quality Control Board on Thursday, November 13<sup>th</sup> regarding the Administrative Civil Liability Complaint issued for the Wild Horse Tank overflow. He stated that the goal is to reduce the monetary obligation and to craft a supplemental environmental project using STRAW on Vineyard Creek downstream from where the fish were purportedly affected.

#### **SCWA Groundbreaking**

Mr. DeGabriele advised the Board that he will be attending the Sonoma County Water Agency's groundbreaking for the new water education facility on Friday, November 14<sup>th</sup> with President Rodoni and will be touring the fish ladder/screen project prior to the groundbreaking.

### **OPEN TIME**

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

Mr. McIntyre informed the Board that there are three remaining agencies in the NBWRA who are receiving grant funding for Phase 1. He stated that there has been a request to review the schedule and projects in the upcoming weeks to see if reallocation of grant funds were available for other projects.

Director Petterle informed the Board and staff that he reported a leak on Sunday to the District and that crews did an excellent job. He advised the Board that his friends who have come in contact with District employees in the office and on the crew have told him that employees are doing an outstanding job. He stated that he was extremely proud of District employees and how well respected they are in the community and thanked all employees.

### **SUSTAINABLE GROUNDWATER MANAGEMENT ACT**

Mr. DeGabriele introduced Jay Jasperse, Sonoma County Water Agency Chief Engineer, to the Board who gave a presentation on the Sustainable Groundwater Management Act, a series of three legislative bills passed this year. Mr. Jasperse advised that the Sustainable Groundwater Management Act is complex and it's likely that there will be some cleanup legislation in the next year to clarify certain provisions. He informed the Board that the act maintains emphasis on local control and provides 20 years to achieve a sustainability goal for each priority groundwater basin in the State of California. He stated that the State will intervene and manage groundwater only if locals don't act and that this legislation is one piece of the Governor's Water Action Plan. Mr. Jasperse advised the Board that Sustainable Groundwater Basins are defined in the Department of Water Resources Bulletin 118 and only high and medium basins are designated as priority for the act, such as the Sonoma Valley, Santa Rosa, Petaluma and Ukiah basins. He advised the Board that local agencies such as SCWA or the County of Sonoma will have 2.5 years to form Local Groundwater Sustainability Agencies and that Groundwater Sustainability Plans must be developed within 5-7 years depending on the overdraft status in each basin. He stated that there is then 20 years to implement each of the Groundwater Sustainability Plans.

President Rodoni thanked Mr. Jasperse for his presentation.

### **CONSENT CALENDAR**

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

#### **FINAL ANNUAL REPORT FISCAL YEAR 2013-2014**

The Board approved the Fiscal Year 2013-2014 Annual Report.

#### **OUTSIDE AUDITOR'S 2014 REPORT & MANAGEMENT LETTER**

The Board approved the Outside Auditor's Annual Audit Report and Management Letter for Fiscal Year 2013-2014.

#### **AUTHORIZE 4X4 SKIP LOADER REPLACEMENT**

The Board authorized staff to solicit bids for the purchase of a replacement 4x4 Skip Loader. In the current FY14/15 budget, staff recommends replacement with a used loader and budgeted \$89,000 suitable used loaders however are not now available. Staff is prepared to send a Request for Proposal to five companies for the new replacement equipment.

#### **AUTHORIZE FORKLIFT REPLACEMENT**

The Board authorized staff to solicit bids for the purchase of a new forklift and has a budget of \$30,000. Staff is prepared to send a Request for Proposal to three companies for the equipment.

### **ACTION CALENDAR**

#### **MARIN COUNTY CLUB MEMORANDUM OF UNDERSTANDING**

Mr. McIntyre reminded the Board of the Draft 2014 Feasibility Study Update that they received at the September 2, 2014 meeting regarding the Recycled Water connection to Marin County Club (MCC) golf course. He stated tonight the Board received a draft Memorandum of Understanding (MOU) between the District and MCC Board of Directors and advised the Board that MCC has already approved the MOU. Mr. McIntyre informed the Board that the MOU outlines key terms and conditions and any final terms and conditions will be reflected in a final agreement that will ultimately be approved by both the MCC and District Boards. He reminded the Board that this was an extension of the Recycled Water Central Service Area to Ignacio, tying into Norman tank for additional storage. He stated that there is a provision in the MOU that states if total project costs are too high and a low interest SRF loan may not be obtained for the project either MCC or the District can terminate the agreement.

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried, the Board approved the MOU between NMWD and Marin County Club for joint participation in recycled water expansion within the Ignacio Service Area.

## **RESPONSE TO TOMALES VILLAGE COMMUNITY SERVICES DISTRICT RFP**

Mr. DeGabriele advised the Board of the letter the District received from Tomales Village Community Services District (TVCS D) inviting the District to participate in the open bidding process for contractor services including: administrative, financial management and operations and maintenance. He informed the Board that he spoke with Supervisor Kinsey and the current manager of TVCS D, Carl Drexler, who stated that the proposal stems from the new Board with the intention of reducing costs. Mr. DeGabriele stated that in his perspective it's not worth the time to respond.

On motion of Director Baker, seconded by Director Petterle and unanimously carried, the Board declined to participate in the Request for Proposals from Tomales Village Community Services District.

## **INFORMATION ITEMS**

### **WATER CONSERVATION QUARTERLY UPDATE (JULY – SEPTEMBER 2014)**

Mr. McIntyre provided the Board with the Quarterly Water Conservation update on behalf of Water Conservation Coordinator, Ryan Grisso, and stated that expenditures are up 35% with planned activities such as Cash For Grass, HET Toilet rebates, and Water Smart Home Survey's. He stated that staff is busy monitoring water wasting and non-essential use prohibitions and there was an additional outreach with a summer *Water Line* to West Marin and Novato customers, along with a Drought Drive-Up in West Marin. Mr. McIntyre advised the Board that the District has received \$64K from the Prop. 84 grant funding to date.

President Rodoni stated that he was pleased that Water Conservation was expending more of its budget.

### **QUARTERLY PROGRESS REPORT – ENGINEERING DEPARTMENT**

Mr. McIntyre provided Google Maps to the Board to point out the current projects the District is involved in. He reviewed the projects in Novato service area including the Sunset Parkway replacement of 1,000ft of an old cast iron pipeline, the Atherton Tank Recoat project, the San Mateo outlet project and the testing of the pipeline from Stafford Treatment Plant to Center Road. He noted that the testing of the pipeline is scheduled to commence around November 17<sup>th</sup>.

Mr. McIntyre reviewed the West Marin projects and advised the Board that Carmela Chandraskera will be at the next board meeting to give an overview of the Gallagher Well Pipeline Project. He noted that the project is almost completed and that the line is being pressure tested and back flushed. Mr. McIntyre advised the Board that the Bear Valley Tank pipeline will be replaced to increase fire flows.

The Board members thanked Mr. McIntyre for the Google Maps and stated that they were very helpful.

#### **WEST MARIN WATER CONNECTION FEE REVIEW – 2014**

Mr. Bentley provided the Board with a West Marin Water Connection Fee Review which was last revised back in 2009. He stated that looking at the total cost over the next 20 years the District has projected 100 connections and staff recommends not adjusting the connection fee. He noted that the connection fee is now set at \$22,800.

#### **WEST MARIN WATER SYSTEM AND U.S. COAST GUARD HOUSING FACILITY IN PT. REYES STATION**

Mr. DeGabriele reminded the Board of the verbal report he has provided regarding the West Marin Water System and the U.S. Coast Guard Housing Facility in Pt. Reyes Station. He stated that the memo provided to the Board tonight briefly documents what facilities the District has on the U.S. Coast Guard Housing property and the history of water service in West Marin. He provided a map to the Board regarding the additional property the District is trying to acquire. Mr. DeGabriele advised the Board that he spoke with Congressman Huffman's aid, Jenny Calloway, who stated that Congressman Huffman is preparing legislation to enable the property be transferred to the County. Mr. DeGabriele stated that the District and County are interested in acquiring some or all of the property and the District would work with the County to acquire additional property for treatment plant construction, new wells and additional pipeline facilities if needed.

Director Baker asked where the District's pipelines were. Mr. DeGabriele showed on the map where the District's easement is and pointed out the property the District would like to acquire to build a new treatment plant in the future.

Mr. DeGabriele stated that the District has a good relationship with the County and that he has toured the property with Supervisor Kinsey to show him what the District would like to acquire.

#### **WAC/TAC MEETING – NOVEMBER 3, 2014**

Mr. DeGabriele provided the Board with a summary of the November 3<sup>rd</sup> Water Advisory/Technical Advisory Committee Meeting. He informed the Board that the WAC/TAC heard a presentation from Joy Eldredge, Napa Water's General Manager and Phil Brun, Napa Deputy Director of Public Works regarding the lessons learned from the August 24th earthquake. He stated that one of the important lessons learned was joining Cal WARN which was established before the Oakland fire storm in 1991.

Mr. DeGabriele stated that the water supply conditions show that as a region, consumption is down 13.7% compared to 2013, which has saved over 8,000AF of water. He stated that in the Ad

Hoc meeting the Water Contractors agreed to release all of the individual water contractor production information in detail and that they will be drafting an understandable format for the public.

President Rodoni stated that looking forward for the rest of the year the Water Contractors deliveries are coming in budgeted at the 20% reduction rate and believes it's a positive sign.

Mr. DeGabriele informed the Board that the meeting was well attended and David Manning gave a nice presentation on the Dry Creek Enhancement Project.

Director Baker stated that he too attended the WAC/TAC meeting and commended Ms. Eldredge and Mr. Brun from Napa on their presentation about the earthquake.

### **NBWA MEETING – NOVEMBER 7, 2014**

Director Fraites stated that he will be attending the November 7<sup>th</sup> NBWA meeting.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements, Preparation: FY14 vs. FY04 Annual Audit Report, Salinity Notice (10/21), and Ltr. To Port Sonoma Marin.

President Rodoni asked what was happening with Port Sonoma-Marin. Mr. McIntyre stated that the District will no longer serve water to them. Director Baker asked if the District gave Port Sonoma-Marin notice and Mr. McIntyre stated that we did over a year ago and that Port Sonoma-Marin has an ample amount of ground water supply.

The Board also received the following news articles: PG&E plan may reduce water flowing into Lake Mendocino, North Bay Water Reuse Board Supports Prop. 1 Water Bond, and Bay Club acquires StoneTree.

The Board received the following miscellaneous item at the Board meeting: WAC/TAC Summary – November 3, 2014, Salinity Notice (10/28), and the following news article: Urban Conservation Report Card: 20% goal not met.

### **CLOSED SESSION**

President Rodoni adjourned the Board into closed session at 9:11p.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 9:20 p.m., President Rodoni stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

**ADJOURNMENT**

President Rodoni adjourned the meeting at 9:21 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