

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 7, 2018**

CALL TO ORDER

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:01 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Michael Joly, James Grossi, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Terrie Kehoe, Auditor-Controller Julie Blue and Chief Engineer Rocky Vogler.

District employees, Robert Clark (Maintenance/Operations Superintendent), and Tony Arendell (Construction/Maintenance Superintendent) were also in attendance.

Novato Resident's Mary Miller and Tina McMillan were in the audience.

MINUTES

On motion of Director Baker, seconded by Director Petterle the Board approved the minutes from the July 17, 2018 meeting as presented by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

During the General Manager's report, Mr. McIntyre requested that the closed session item be continued to the next meeting as there was nothing to report at this time. Mr. McIntyre also announced that there was an article in the Marin Independent Journal today (handout provided) in reference to the Novato Creek Fish Habitat Study item that was presented to the Board at the last meeting and that KPIX (CBS) Channel 5 interviewed him on that same subject today. Mr. McIntyre stated that he, Mr. Vogler and Director Baker attended the WAC/TAC meeting held on August 6th, and the next Marin County Flood Control Zone 1 Advisory Board meeting will be held on Thursday, August 16. Director Baker asked if there was any action to move forward with another bond proposal for flood protection funding and Mr. McIntyre responded not at this time. Director Grossi commented that there is probably no real chance of getting any bond measure passed until there is a flood.

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 items were discussed:

During the Staff and Director's Report, Ms. Kehoe reminded the Board that the deadline to submit their paperwork to the Marin County Elections Department is August 10th. Ms. Blue announced that our Accounting/HR Supervisor resigned and that our recently retired Accounting/HR Supervisor, Dianne Landeros, is filling in for us temporarily. Mr. Clark informed the Board of a leak that was found in the Gallagher Well Pipeline and that higher use of the Coast Guard Wells during this period resulted in elevated salinity intrusion levels. In addition, Mr. Clark reported that we had a large leak from a 10-inch main line break at the north-east corner of the Ignacio Hwy 101 overpass, which resulted in a loss of over a million and a half gallons of water. Director Joly asked if it was unusual to get leaks of that size. Mr. Clark responded that leaks of this magnitude are very rare, but added that staff is looking at possible changes to our SCADA system so that we are alerted when there is a substantial leak. Mr. Arendell also stated that the leak was in a remote location and was brought to our attention by a SMART train conductor. Director Baker wanted to know the cause of the leak and Mr. Arendell stated we have not yet determined the cause, but it is in an area that has had multiple previous repairs. Mr. Vogler added that the volume of lost water increased due to the fact that there was a parked car over one of the isolation valves and Novato Police had to have the car towed. Director Joly asked if there was anything we can learn from this. Mr. Vogler replied that we are updating our Master Plan and focusing on vulnerable areas. Director Baker wondered if there was a way to prevent people from parking over the valves. Mr. Clark stated that there are too many valves to consider any reasonable plan of prevention.

CONSENT CALENDAR

On the motion of Director Petterle, and seconded by Director Joly the Board approved the following items on the consent calendar by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

WATER AGREEMENT – ALL SAINTS LUTHERAN CHURCH-2 SAN MARIN DRIVE, NOVATO-DAY CARE BUILDING

The Board approved the Water Service Agreement for All Saints Lutheran Church to construct a new single-story 2,700 square foot structure to serve as a new location for the existing day care. This agreement will provide a new 4-inch fire protection service to the building.

SYNAGRO WWT, INC – ENVIRONMENTAL SERVICES AGREEMENT

The Board approved the Environmental Services Agreement with Synagro WWT, Inc. for the Oceana Marin Pond Dredging and Solids Disposal project. The agreement provides for the removal/dewatering of bio-solids and then off haul for land disposal.

REVISED POLICY NUMBER 22

The Board adopted the revised District Policy 22, Mission and Vision Statements based on the June 19, 2018 Board approved 2018 Strategic Plan.

ACTION CALENDAR

REQUEST FOR ADDITIONAL BILL ADJUSTMENT – 4 KRISTY COURT

As presented by Ms. Blue, Mary Miller requested a bill adjustment to reduce her \$791 water bill incurred over a two month period. Ms. Blue stated that Ms. Miller had previously been granted a \$271 bill adjustment during the billing period of June 2017 and July 2017. There were two additional leaks discovered during the period of mid-April through Mid-June 2018. Under Board Policy, only one adjustment is allowed in any consecutive 24-month period. Ms. Blue added that to be consistent with the treatment of other customers, staff recommends no additional bill adjustment be granted. Ms. Miller stated that at the time of the first leak she was not aware of it until she received her bill. She asked if there was a way she could be informed if she had the leak prior to receiving the bill, however, at that time there was no other option available. In the case of the current leak she asked if there was an earlier means of detection, and Ms. Blue offered to have one of our new AMI meters installed. Ms. Miller stated that she had no control of the leak and she felt the District should share in the expense. Director Baker stated that he is sympathetic to her situation and hoped that the new AMI device will help in the future. He stated that with rare exception, the Board always follows Board Policy. Ms. Miller asked what the Board would have done to prevent this leak if it was theirs. Director Baker stated that our responsibility stops at the meter and beyond that it is the responsibility of the owner. Ms. Miller stated that she felt the system is shared. Director Petterle replied that this is not a joint responsibility and had the leak been in the middle of the street, on the District side, we would not consider her personally responsible to pay any part of the cost.

On motion of Director Baker, seconded by Director Grossi the Board denied the bill adjustment for 4 Kristy Court by the following vote:

AYES: Director Baker, Fraites, Grossi

NOES: Director Joly, Petterle

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

WATER STORAGE CAPACITY UPDATE

Mr. Vogler advised the Board that the October 2017 wildfires in Sonoma County prompted the City of Santa Rosa and other local agencies to examine their adopted strategies related to maintaining water storage for potable demand and emergency requirements which includes firefighting. Mr. Vogler explained that the District's water storage criteria is comprised of three components: operations, fire and emergency. Mr. Vogler stated that we are advised of the goals for emergency water storage requirements by both the Novato Fire Protection District and Marin County Fire Department. He added that commercial areas need a higher fire flow rate when compared to residential areas and this impacts the amount of storage needed. Director Baker wanted to know if we were looking at tanks individually or system wide and how we evaluate their storage needs. Mr. Vogler replied that we monitor tank levels system wide each day and that elevated levels are maintained right now because there is high fire danger. Director Grossi was interested in the capacity of the aqueduct. Mr. Clark stated total demand is currently averaging about 12 million gallons a day with 9 MGD from the aqueduct and 3 MGD from Stafford Treatment Plant. Director Joly asked if Stafford Lake was accessible to firefighting, and also who pays for the water used out of the hydrants. Director Grossi stated that the lake is accessible, as he has seen helicopters dip into it during fire events. Mr. Vogler responded that in the case of fire we supply the water as a community service, if however, a contractor were to use the hydrant for construction purposes they would be required to pay.

AMI PROJECT UPDATE

Mr. Clark reported that the Advanced Meter Infrastructure (AMI) project officially began on March 19 with the Ferguson staff at three employees and it has now grown to ten field staff working on the project. He commented that the Ferguson staff has converted over 9000 services to the new AMI system and the project is currently 38% complete and about three weeks behind schedule. He advised that it is still anticipated that Ferguson will be complete by the end of the year with 24,430 service conversions. Director Joly asked if we anticipate going over the 5.5 million budget, and

wanted to know what the percentage was of customers who chose to opt out of the AMI program to-date. Ms. Blue responded that no budget increase is anticipated at this time and the Opt-Out percentage is currently less than one percent. Mr. Clark added that the AMI meters are very useful to alert staff of leaks when they happen, however this benefit is creating an increase in time commitments for customer service staff.

FY18 STAFFORD DAM ACTIVITIES REPORT

Mr. McIntyre provided a FY18 review of Stafford Dam (aka Novato Creek Dam No. 88) activities. Mr. McIntyre explained that the primary function of the dam is to capture run-off water for distribution to NMWD customers. He added that the Dam, under the jurisdiction of the California Division of Safety of Dams (DSOD), is classified as an Extremely High Hazard Dam based on its size and the potential for loss of life and property should the dam fail. Mr. McIntyre advised that DSOD performed their annual inspection on March 8, 2018 and their report was very complementary and reflects positively on the good work undertaken by staff. He commented that DSOD is now charged with reviewing inundation maps/EAPs for over 500 dams owned by local agencies and that DSOD staff is actively reviewing NMWD's inundation map based on recent communication. Director Joly asked why Stafford Dam is ranked as an Extremely High Hazard Dam. Mr. McIntyre responded that the ranking is based on the fact that a catastrophic event could affect over 1000 customers; however, this ranking is not an indication of the vulnerability of the Dam itself. Director Joly requested that the inundation map be available for review so that he can get a better understanding of where the water flow would go. Director Grossi asked if the inundation map was related to FEMA flood maps and Mr. McIntyre replied no.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements Dated July 19, July 26 and August 2, 2018; and New Water-Use Efficiency Legislation-Impact on Agriculture.

The Board also received the following news articles: Coast Guard Housing Update, PG&E, others must notify its customers before cutting power, California funds new dams to protect against future drought, Santa Rosa stumped by hilltop water system overwhelmed in Tubbs fire, Pension fund earnings up, but crushing debts remain, Notice of Inviting Sealed Bids-Las Gallinas Valley Sanitary District, Quake off Novato jolts county from inland to coast, North Bay Water Reuse Authority Announces Notice of Availability of Final EIR/EIS Phase 2.

ADJOURNMENT

President Fraites adjourned the Board meeting at 7:01 p.m. as the scheduled closed session item was continued to the next meeting since there was no additional information to report at this time.

Submitted by

A handwritten signature in cursive script, appearing to read "Theresa Kehoe".

Theresa Kehoe
District Secretary