

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
October 16, 2018**

CALL TO ORDER

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:02 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 (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent), were also in attendance.

In the audience was Novato resident Tina McMillan and Chris Boucher, Labor Negotiator. Also in the audience were District employees: Jeff Corda, Marc Reischmann, Lia Solar, Sarah Baccei, Rich Roberto, Alicia Manzoni, Nancy Holton, Nancy Williamson, Connie Filippi, Carmela Chandrasekera, Susan Dove, Stacie Goodpaster, Brad Stompe and Shawn Kane.

MINUTES

On motion of Director Petterle, seconded by Director Baker the Board approved the minutes from the October 2, 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

SB 998 (Monning) Water Service Shut Offs

Mr. McIntyre informed the Board on the new water shut-off legislation (SB 998) signed by Governor Brown that becomes effective February 1, 2020. He stated that the new legislation will require changes to the District's Late Charge and Shut-Off policy to ensure compliance. He noted that the bill will require that our policy and notices be written in multiple languages, restrict water shutoffs for certain low income customers, and provide alternative payment schedules.

AMI Update

Mr. McIntyre announced that there will be an AMI update at the next Board meeting.

Resolution of Appreciation – David Jackson

Mr. McIntyre commented on Associate Engineer Dave Jackson's retirement. He stated that Mr. Jackson has provided the District with eighteen years of exemplary service and that we have been very fortunate to have him on our staff and he will be missed.

OPEN TIME

President Fraites asked if anyone in the audience wished to bring up an item not on the agenda. During Open Time, Jeff Corda (Sr. Water Dist. & TP Operator) addressed the Board as Chair of the Employee Association. He along with Marc Reischmann and Brad Stompe expressed their reasons for the Board to consider the Employee Association's proposals during labor negotiations. They expressed that the employees are not asking to be paid at the top of each job position on the salary survey, but at least paid at the median. They also noted that because of the size of our District many of the employees have blended job descriptions and all they are asking for is a fair and competitive wage. In addition they pointed out that many of the staff are retiring, and it has been hard to replace these people with qualified personnel, and equally hard to retain them. Director Fraites stated that the Board is unable to respond to their statements due to the rules of negotiations. Director Joly also told the employees in the audience that the Directors do hear their concerns.

STAFF/DIRECTORS REPORTS

President Fraites asked if staff or Directors wished to bring up an item not on the agenda and there was nothing to report.

MONTHLY PROGRESS REPORT W/ CUSTOMER SERVICE QUESTIONNAIRE

Mr. McIntyre reviewed the Monthly Progress Report for September. He reported that fiscal year water production in Novato was up 8% compared to the first three months last year. He stated that, in West Marin, fiscal year water production is up 14% from last year. Mr. McIntyre advised the Board that recycled water production is up 19% from the first three months in last year and would have been higher if LGVSD had been consistently producing recycled water. He added that Stafford Lake holds 1,400 AF and is at 39% of capacity; Lake Mendocino holds 59,000 AF and is at 93% of capacity and Lake Sonoma holds 196,000 AF and is at 80% of capacity. On the Summary of Complaints and Service Orders, Mr. McIntyre advised the Board that overall number of complaints/service orders increased by 31% compared to the first three months of last fiscal year. He attributed this increase to more customer interaction as a result of the AMI project.

Ms. Blue reported on the September 2018 Monthly Report on Investments, where the District's portfolio holds \$16.5M earning a 1.86% rate of return.

Director Baker questioned if Las Gallinas Valley Sanitary District has fully resolved their problem and Mr. McIntyre responded that their facility is operating consistently now. Director Joly asked what caused the fluctuation in the Novato potable water use, and Mr. McIntyre stated some of this variability is due to meter read date changes from last year versus this year. Director Petterle also stated the weather has a role in it. Director Joly wanted to know why the Stafford Treatment Plant production was down and Mr. Clark explained that less volume was available in Stafford Lake to treat this year because the lake did not fill last winter. Director Joly also inquired about the high bill complaints tabulated as part of the Summary of Complaints and wanted to know where these are generated from. Mr. McIntyre replied that these complaints are tallied from people that contact the District front office and not from social media. Mr. McIntyre reiterated that we are trying to encourage customers who comment on social media to contact us directly about their concerns.

CONSENT CALENDAR

Director Joly requested that item 8 be removed from the Consent Calendar for discussion. On the motion of Director Petterle, and seconded by Director Baker the Board approved Item's 6, 7 and 9 on the consent calendar by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

TEXT FOR FALL 2018 NOVATO "WATERLINE", VOLUME 9, ISSUE 41

The Board authorized the General Manager to approve the final text and design for the Fall 2018 "WaterLine", Volume 19, Issue 41. It is expected that the "WaterLine" will be mailed in late October or early November.

NOTICE OF COMPLETION FOR RIDGE ROAD PIPELINE REPLACEMENT PROJECT (W.R. FORDE ASSOCIATES)

The Board approved authorizing the General Manager to execute and file a Notice of Completion for the Ridge Road Pipeline Replacement Project. W. R. Forde has furnished written notice that the work is complete and all subcontractors and equipment suppliers have been paid. In addition W. R. Forde has release the District of all claims.

RESOLUTION OF APPRECIATION FOR DAVID JACKSON

The Board approved Resolution 18-21 entitled: "North Marin Water District Resolution of Appreciation to David S. Jackson." David Jackson will be retiring after 18 years of employment with North Marin Water District.

ACTION CALENDAR

AUDITOR-CONTROLLER'S STATEMENT OF INVESTMENT POLICY

Ms. Blue provided the Board with the District's Statement of Investment Policy which contains a list of statements identifying how money can be maintained and invested. She noted that this policy also discusses who has the Authority to sign on investment accounts in the Auditor Controller's absence. Director Joly commented that he had a recent discussion with Ms. Blue to gain additional information. Director Petterle requested a copy of Director Joly's questions and Ms. Blue's responses.

On the motion of Director Joly, and seconded by Director Baker the Board moved to approve the Investment Policy as presented by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

STP COAT CONCRETE CLEARWELLS PROJECT

Rocky Vogler advised the Board that the Stafford Treatment Plant Coat Concrete Clearwells project consists of coating two clearwells; the Acti-Floc Clearwell and the Finished Clearwell. He stated that the lowest bidder (ERS) is 11.9% below the Engineer's estimate of \$500,000 and the next low bidder (Farr) was 3.7% below. Mr. Vogler requested the Board reject ERS Industrial Services Inc. (ERS) bid on the basis that they would not be able to satisfactorily perform the work and that they award the contract to Farr Construction and allow the General Manager to execute an agreement with Farr Construction. Director Baker commended Mr. Vogler for his thoroughness. Director Grossi also commented that Mr. Vogler did an outstanding job. In addition, Director Joly praised Mr. Vogler for doing a great job in protecting the interests of the District.

On the motion of Director Baker, and seconded by Director Petterle, the Board rejected ERS Industrial Services Inc. bid on the basis that ERS would not be able to satisfactorily perform the work by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

On the motion of Director Baker, and seconded by Director Petterle, the Board approved award of the contract to Farr Construction by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

RENEWAL OF GRAZING LEASES – GROSSI AND LEVERONI

Mr. Clark requested renewal of two grazing leases; one for Dominic Grossi & Son Dairy and the other for David and Robert Leveroni. He noted that the Grossi and Son lease encompasses two parcels totaling 119 acres and the Leveroni brothers lease is for a single parcel totaling 27 acres. Mr. Clark recommended these grazing leases be renewed for an additional two year period. Director Joly inquired as to how many grazing leases we have. Mr. Clark replied that there are no other grazing leases beside these three. Director Grossi stated he had no interest in the property but would recuse himself from voting.

On the motion of Director Joly, and seconded by Director Baker, the Board approved the Renewal of Grazing Leases to Grossi and Leveroni by the following vote:

AYES: Director Baker, Fraitess, Joly and Petterle

NOES: None

ABSTAIN: Director Grossi

ABSENT: None

INFORMATION ITEMS

SECOND REVIEW- DRAFT VANDALISM AND GRAFFITI REWARD FOR INFORMATION POLICY

Mr. McIntyre presented for additional review a draft District Vandalism and Graffiti Reward for Information Policy. The policy has been prepared at the request of the Board to encourage the public to report and prevent acts of vandalism and graffiti to District property or facilities. During

initial review at the October 2nd board meeting there was discussion about the use of language on District signs. Mr. McIntyre stated that he has confirmed with Mr. McGill, the Novato Chief of Police, that it is a legal requirement that the signs must say “No Trespassing-violators subject to prosecution per 602 P.C”. Director Petterle stated that his position hasn’t changed; we want to reduce the vandalism, and not just generate a citation. A general discussion ensued regarding the merits of having such a policy and whether or not more focus can be placed on messaging. Director Petterle asked staff to meet with Marin County Open Space to further the discussion on effective signage, since they just went through this same exercise. Director Joly stated we want to reduce vandalism not increase the citations. Director Fraites stated that when it comes to the safety of our water quality we need strict enforcement. Director Grossi agreed that any time this activity happens near drinking water we need to impose the law. Mr. McIntyre stated that staff will table the vandalism policy for now, and make outreach to Marin County Parks to get additional signage ideas.

TAC MEETING UPDATE – OCTOBER 1,

Mr. McIntyre presented an update for the Technical Advisory Committee meeting that took place on October 1, 2018. He noted that through the last eight months of 2018, water production is 16% below the 2013 State Benchmark. Mr. McIntyre noted that DWR finished its first pilot program with the City of Santa Rosa and Padre Dam and more work needs to be done. He added that DWR is starting again with two different agencies for the second pilot and will be working with NMWD and Rancho California Water District in Temecula. Mr. McIntyre also noted that an update was given on the Potter Valley Project, and PG&E is continuing to work through study plans approved last year, and the studies should be completed in about two years. Mr. McIntyre added that Congressman Huffman’s Potter Valley Project Ad Hoc Committee will continue to meet through early 2019 with the current focus on fish passage and water supply issues.

NBWA MEETING – OCTOBER 5, 2018

Director Fraites announced he attended this meeting and its members are working hard to complete their strategic plan. The association will be meeting in another month to finalize the plan.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements-Dated October 4, 2018 and October 11, 2018.

The Board received the following news articles; Prescribed fire fuel plans to be created in Novato; COM looks at affordable staff housing; Water wisely – UC MARIN MASTER GARDENER; Water district incumbents face election challengers – ELECTION 2018; Notice of Marin County Planning Commission Hearing - Young Appeal of the North Marin Water District Coastal Permit;

County may redraw water basin boundary; Re-elect Gibson and Koehler to MMWD board; Gail Wilhelm, political figure in Marin, dies at 80; Rain level plunged in latest data year; Notice of Availability Draft Initial Study and Mitigated Negative Declaration Stafford Lake Park Master Plan; El Niño weather pattern appears likely this winter; Residence Inn gets final OK from council; IJ recommends Fraites, Grossi for NMWD

CLOSED SESSION

President Fraites adjourned the meeting at 7:10 p.m. and the Board began the closed session at 7:22 p.m. in accordance with Government Code Section 54957 Conference with Labor Negotiators (Christopher Boucher, Drew McIntyre and Julie Blue) to Provide Direction.

OPEN SESSION

Upon returning to regular session at 8:21 p.m., President Fraites stated that during the closed session the Board discussed the issue and no final reportable action had been taken.

ADJOURNMENT

President Fraites adjourned the meeting at 8:21 p.m. in appreciation to Dave Jackson for his many years of dedicated service to the District.

Submitted by



Theresa Kehoe
District Secretary