

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 20, 2018**

CALL TO ORDER

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Michael Joly, and Stephen Petterle. Director Grossi was absent. 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), Tony Arendell (Construction/Maintenance Superintendent), Pablo Ramudo Water Quality Supervisor), Jeff Corda and Marc Reischmann were in the audience.

Also present were Chris Boucher, Labor Negotiator and Tony Withington, Employee Association Representative. .

MINUTES

On motion of Director Petterle, seconded by Director Baker the Board approved the minutes from the November 6, 2018 meeting as presented by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

GENERAL MANAGER'S REPORT

Closed Session

Mr. McIntyre informed the Board that Director Grossi will be calling in for the closed session.

Eel Russian River Commission

Mr. McIntyre announced that he attended an Eel Russian River Commission meeting on Friday, November 9th in Santa Rosa. He stated that at the meeting, PG&E representatives commented that they have received a strong response to their initial Request for Offers to purchase their Potter Valley Hydroelectric facilities.

Dillon Beach Village Workshop

Mr. McIntyre stated that on November 13th he attended a workshop held by County of Marin to address water related needs for the Dillon Beach Village. He added that a summary report will be included in a future agenda.

WAC/TAC Meeting

Mr. McIntyre noted that the next Water Contractor TAC meeting will be on December 3rd. He stated that a new TAC Vice Chair will need to be appointed since Ben Horenstein is leaving Santa Rosa to become the new Marin Municipal Water District General Manager.

Stafford Lake Master Plan

Mr. McIntyre announced that he has a meeting with Marin County Parks Manager, Max Korten on December 4th to review NMWD's comment letter in reference to the Park's Stafford Lake Master Plan.

Director Joly asked how the staff was handling smoke from the Camp Fire. Mr. Clark responded that staff were provided N95 masks and they were worn by most outside staff. Mr. Arendell stated on really bad days, when the air quality was extremely unhealthy, we tried to keep staff indoors or in the trucks as much as possible. Mr. Clark added that some staff had to stay home with their children due to school closures.

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. Mr. Corda first praised Supervisors for doing a great job keeping people indoors to keep them safe from the unhealthy smoke that resulted from the Camp fire. Mr. Corda then gave the Board an update on negotiations. He again stated reasons for the Board to consider the Employee Association proposals and added that the negotiation process is getting closer to an agreement. Mr. Corda also requested that the Board consider holding a special meeting to keep this process moving forward as quickly as possible.

STAFF/DIRECTORS REPORTS

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

Ms. Kehoe announced the NMWD Holiday party will be on December 1st, 6:00 p.m. at the Petaluma Elk's Lodge and that we currently have 88 attending.

Mr. Vogler reported on the PRE Tank 4A appeal process and upcoming hearing with the Board of Supervisors on December 18th at 1:30 p.m.

Ms. Blue announced that the outside auditors were unable to make tonight's board meeting and will be scheduled for December 4th. Director Joly requested a hard copy of the report to review.

Director Joly had some questions about the agency's Collector Wells that filter the Russian River water and how they are monitored. Mr. Ramudo responded that Sonoma County Water Agency routinely monitors the water quality and we get regular report on the results. Director Joly also asked about ongoing maintenance of the Collector Wells and Mr. McIntyre responded that maintenance costs are reviewed each year by the TAC Budget Subcommittee. Director Baker suggested that Director Joly attend a future tour of Sonoma County Water Agency water supply facilities along the Russian River as they are very informative.

MONTHLY PROGRESS REPORT

Mr. McIntyre provided the Board with the Monthly Progress Report for October. He reported that water production in Novato was down 3% from October one year ago and down 3% fiscal year to date. In West Marin, water production is up 7% from October one year ago and up 13% fiscal year to date. He added that recycled water production is up 5% from one year ago and up 17% fiscal year to date. With respect to surface water reservoir storage, he noted that Stafford Lake is at 26% capacity; Lake Mendocino is at 100% of its target water capacity and Lake Sonoma is at 77% capacity. On the Summary of Complaints and Service Orders, Mr. McIntyre advised the Board that the overall number of complaints/service orders increased by 27% compared to October last year. He reiterated that this increasing trend is due to AMI implementation resulting in increased water use awareness by our customers. Under the Oceana Marin Monthly Status Report Mr. McIntyre noted that all work at the ponds is complete and the influent feed is back to Pond Number One. Mr. McIntyre praised the crew for getting this project done before the wet weather sets in.

Julie Blue reported on the October 2018 Investments, where the District's portfolio holds \$18.2 earning a 1.92% rate of return.

Director Baker asked if our customers are accepting the credibility of the AMI meters. Mr. McIntyre responded that we had some concerns expressed on social media at one point, but all is quiet at the moment. Mr. Clark added that customer complaints are addressed as soon as they are received and most customers appreciate the additional water use information available from the new AMI system.

CONSENT CALENDAR

On the motion of Director Petterle, and seconded by Director Baker the Board approved the Renewal of Horizon CATV License Agreement in West Marin for another year by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

ACTION CALENDAR

ACCEPT: OUTSIDE AUDITOR'S FY18 FINANCIAL REPORT AND MANAGEMENT LETTER

On the motion of Director Petterle, and seconded by Director Joly the Board moved to table the Outside Auditor's FY18 Financial Report and Management Letter until the next Board Meeting on December 4th by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

INFORMATION ITEMS

WAC/TAC MEETING – NOVEMBER 5, 2018

Mr. McIntyre gave a WAC/TAC Meeting Update for the November 5th meeting. He announced the 2019 WAC/TAC Meeting schedule had been approved. He noted that the WAC approved formation of an Ad Hoc subcommittee including the WAC representative from North Marin Water District to be able to better track developing Potter Valley Project activities in a timely manner. He added that the WAC also approved development of a Common Interest Agreement between SCWA and interested water agency contractors to share privileged information related to PVP FERC proceedings.

NBWRA MEETING – OCTOBER 22, 2018

Mr. McIntyre stated that the Board Summary of the NBWRA Meeting was self-explanatory; and there were no questions from the Board. Informational items on the NBWRA agenda included; Status of Reconciliation and Closeout Activities, Status of Activities, Concluding Final Phase 2 Engineering/Feasibility Study and Program Development Tasks, Consider Approving Use of Existing Budget to Prop 1 IRWM Application Process, Amendments to the Engineering Services Agreement,

No cost Amendment to the Program Development, Federal and State Advocacy Agreement and Items for Future Discussion.

FIRST QUARTER FY 2018/19 UPDATE – OPERATIONS AND MAINTENANCE

Mr. Clark presented the First Quarter FY2018/19 Update for Operations and Maintenance. Under Safety, there was one incident resulting in lost time, related to a slip and fall event, hearing tests were performed for 28 employees and confined space training at Stafford Treatment Plant was completed. Under Maintenance, staff has stayed on schedule with routine maintenance and work orders. The Electrical Mechanical Department has had a lot of training on pumps and motors, at the Treatment Plant one operator obtained their T2, the other a T3 and Dan Garrett received his Grade II Wastewater Certificate. Mr. Clark also mentioned that in Oceana Marin there is an increasing issue with wet wipes being flushed down the drain. Under Water Quality, the District is on track to complete all the required annual backflow testing.

FIRST QUARTER FY 2018/19 – WATER QUALITY REPORT

Mr. Ramudo presented the First Quarter FY 2018/19 Water Quality Report. Stafford Lake water was used as a source of drinking water throughout the first quarter and the Stafford Treatment Plant finished water TOC concentration levels were consistently below the District's goal of 2.0 mg/L. The distribution system for Novato had 246 samples collected and disinfection byproducts were very low for the quarter. In Point Reyes, the Coast Guard Wells continue to have salinity issues and Gallaher Well remains a good source of water. The Point Reyes Treatment Plant performance was optimal throughout the quarter. The Point Reyes distribution system had 22 samples collected and all were in compliance. Disinfection byproducts continue to increase due to increased concentrations of bromide in the source water from the Coast Guard Wells. The Deer Island Recycled Water Facility produced water for 21 days in July and August, and all tests results were within regulatory requirements. Director Baker inquired about the Deer Island Plant and Novato Sanitary District's involvement. Mr. Clark stated that we took over operation from Novato Sanitary so that we could better address our needs from a water production standpoint. Director Baker also asked if the Las Gallinas Sanitary District recycled water treatment issues were all resolved. Mr. McIntyre reported that Las Gallinas recycled water deliveries have been consistent of late. He also noted that Las Gallinas will be undertaking a major rehabilitation project that includes expansion of recycle water capacity to service MMWD demands.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated - November 8, 2018 and November 15, 2018, and Press Release – Army Corps of Engineers approves request to allow more winter storage in Lake Mendocino.

The Board received the following news articles; Bond rejected for water infrastructure – PROPOSITION 3; Inverness Public Utility District general manager resigns, staff steps up; Appeal shrinks Paradise Ranch water tank; and MMWD taps new general manager.

Director Joly asked if we are within budget for labor negotiation costs. Ms. Blue responded that the process is taking longer than expected and we will expend more than what was budgeted.

CLOSED SESSION

President Fraites adjourned the meeting at 6:58 p.m. and the Board began the closed session at 7:02 p.m. in accordance with Government Code Section 54957 Conference with Labor Negotiators (Christopher Boucher, Drew McIntyre and Julie Blue) to Provide Direction. Director Grossi participated in the Closed Session by telephone.

OPEN SESSION

Upon returning to regular session at 7:27 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 7:28 p.m.

Submitted by



Theresa Kehoe
District Secretary