

**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
January 5, 2016

**CALL TO ORDER**

President Schoonover called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Stephen Petterle, Dennis Rodoni and John Schoonover. Also present were General Manager Chris DeGabriele, District Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre.

Novato Customer Mike Jolly, District employees Ryan Grisso (Water Conservation Coordinator), Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

**MINUTES**

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

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**GENERAL MANAGER'S REPORT**

**Employee Report**

Mr. DeGabriele advised the Board that one of the young construction laborers resigned yesterday for personal reasons and that staff will be looking to replace him with a recently released temporary employee laborer. He informed the Board that staff is also interviewing for an Assistant Water Treatment Plant and Water Distribution Operator to replace recent retiree Vernon Stafford. He noted that staff's first attempt to replace the position with a journeyman operator was unsuccessful, so staff is now looking at operator trainees and it is likely staff would need to hire two to backstop the staff and prepare for the future.

**Water Storage Update**

Mr. DeGabriele advised the Board that rainfall this year is at 6.75" and has increased recently. He stated that the rainfall is still less than average but Stafford Lake is collecting runoff and he is hopeful it will fill. He informed the Board that on the Russian River water storage is much improved, up 25,000AF combined in the two reservoirs since early December.

### ACWA Working Group

Mr. DeGabriele informed the Board that he and Pablo Ramudo will participate in an ACWA working group conference call this Thursday about Department of Drinking Water fees. He reminded the Board that at the last meeting he reported that these fees will increase. He stated that he and Pablo have put together two alternative models and distributed them to the working group and it's generated a lot of comments. He noted that he's not confident at this point that the working group will come together with an alternative proposal but he will keep the Board apprised.

### Oceana Marin Homeowners Meeting

Mr. DeGabriele advised the Board that he and Drew McIntyre will be attending the Oceana Marin Homeowners Association semi-annual meeting on Saturday, January 16<sup>th</sup> to update the members about activities and to provide a financial and operations update.

### **OPEN TIME**

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

Robert Clark reported to the Board on the water outage that occurred on Monday afternoon in the Green Point, Black Point and Stone Tree areas of Novato. He recapped where the leak occurred and that it was difficult to locate since it is a low lying area with many open drainage ditches. He advised that approximately 250,000 gallons of water were discharged and that all regulatory agencies were notified.

Director Baker stated that he appreciated the email from Mr. DeGabriele advising the Board of the occurrence.

Mr. DeGabriele applauded the efforts of Robert, Tony and staff and everyone was involved. He stated that customer service representatives took over 80 phone calls and there were notices provided to customers via electronic media.

**PUBLIC HEARING – REVISIONS OF WATER CONSERVATION REGULATIONS 15 & 17**

Ryan Grisso, Water Conservation Coordinator, reminded the Board of the initial review of the proposed changes to Regulations 15 & 17 which occurred at the December 15, 2015 meeting. He stated that the reason for the changes is because the State has updated the water efficient landscape ordinance, so staff took the opportunity to make updates to the District regulations. Mr. Grisso stated that changes to the regulations include: adding a provision for the Board to set penalties for water waste violators, updated plant selection criteria, updated lawn allowance, front yard restrictions and put an audit requirement for new development.

Mr. Grisso advised the Board that there were additional minor changes to the Regulations, since they have not been reviewed in six years.

President Schoonover opened the public hearing at 7:16 p.m.

Director Baker asked if Mr. Grisso has received any feedback from the impact of the changes from contractors, public, or landscapers. Mr. Grisso replied no comments were received. He stated that most other agencies in the District vicinity have already made the updates to their regulations.

Upon hearing no further discussion, President Schoonover closed the public hearing at 7:20 p.m.

On motion of Director Petterle, seconded by Director Baker the Board approved Resolution 16-01 entitled: "Resolution of the Board of Directors of North Marin Water District Amending Regulation 15 – Water Conservation – Novato Service Area" and 16-02 entitled "Resolution of the Board of Directors of North Marin Water District Amending Regulation 17 – Water Conservation – West Marin Service Area" amending Regulations 15 and 17 by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**CONSENT CALENDAR**

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

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**OUTSIDE BOUNDARY WATER SERVICE AGREEMENTS YEE AND FONTES**

The Board authorized Outside Water Service Agreements for Yee (APN 019-320-10) and Fontes (APN 019-320-21) and approved Resolution 16-03 entitled: "Authorization of Execution of High Pressure Water Service Facilities Construction Agreement with Leang S. Yee" and Resolution 16-04 entitled: "Authorization of Execution of High Pressure Water Service Facilities Construction Agreement with Michael Fontes Trust."

**RISING SUN ENERGY CENTER WATER USE SURVEY AGREEMENT**

The Board authorized the General Manager to execute the agreement for an amount not-to-exceed \$11,000 with Rising Sun Energy Center, to fund the water portion of the CYES "Green House Call" program through calendar year 2017, with contingency for future amendments not-to-exceed \$5,000.

**ACTION CALENDAR**

**DATE AND TIME OF SPECIAL MEETING – PLANNING WORKSHOP**

Mr. DeGabriele reminded the Board that every two years for the last decade, the Board has held a special meeting and conducted a Board Planning Workshop. He stated that this special meeting is held to focus and concentrate on workshop activities. He advised the Board that David Bentley will provide an updated financial model and requested that the Board set a date and time for the planning workshop.

On motion of Director Petterle, seconded by Director Rodoni, the Board approved February 9<sup>th</sup>, 2016 as the special meeting from 6 p.m. to 8 p.m. at the District Offices for the Board Planning Workshop by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**DATE AND TIME OF SPECIAL MEETING – ETHICS TRAINING**

Mr. DeGabriele advised the Board that every two years, the Board and elected officials must complete two hours of ethics training. He stated that this year staff thought it would be a good idea to have the District's legal counsel come to the office and provide the training. He noted that it will provide an opportunity to become more familiar with legal counsel staff.

On motion of Director Petterle, seconded by Director Fraites, the Board approved February 9, 2016 as the special meeting from 3 p.m. to 5 p.m. at the District Offices for the Ethics Training with District's legal counsel by the following vote:

AYES: Directors Baker, Fraites, Petterle, Rodoni and Schoonover

NOES: None

**NMWD COMMENTS ON THE CENTRAL CALIFORNIA COAST STEELHEAD RECOVERY PLAN**

Mr. DeGabriele provided the Board with the District's comments on the Coastal Multi-Species Recovery Plan, principally for steelhead in Novato Creek. He stated that the recovery plan is a voluminous document covering Chinook salmon and steelhead trout along coastal California from the Oregon border to Santa Cruz, including streams tributary to San Francisco Bay. He provided the Board with the Executive Summary of the Plan. Mr. DeGabriele advised the Board that he has had the opportunity to comment on the recovery plan twice previously as signatory to the Statement of Understanding for Recovery Planning Partnership and many of his current comments are consistent with those made previously. He noted that they have been edited, embellished and guided by fishery consultants that the District has recently hired to aid in this effort, Jean Baldrige from CARDNO Associates and Bill Hearn from Hearn Consulting.

On motion of Director Baker, seconded by Director Frites, the Board authorized the General Manager to send the comments on the Coastal Multi-Species Recovery Plan to NOAA Fisheries recovery team by the following vote:

AYES: Directors Baker, Frites, Petterle, Rodoni and Schoonover

NOES: None

**INFORMATION ITEMS**

**DOMINICAN UNIVERSITY INSTITUTE FOR LEADERSHIP STUDIES – THE MAKING OF LEADERS**

Tony Arendell, Construction/Maintenance Superintendent thanked the Board for the opportunity to attend the Dominican University Institute for Leadership Studies. He advised that he picked up new skills on coaching and plans to implement "lessons learned" overviews after completion of larger jobs with his staff. Tony also made contact with the MMWD Facilities Manager who also attended the program resulting in improved relationships with his MMWD counterpart.

Mr. Arendell provided the Board with the PowerPoint presentation he created for his class project which was development of a Vacuum Truck spoils pit and handling system for the District.

Director Baker suggested Mr. Arendell reach out to County Flood Control staff to see if there's an alternate disposal location for Vacuum Truck spoils material.

Director Petterle stated that he thought the plan designed by Mr. Arendell was a good one.

### **MARIN LAFCO COUNTYWIDE WATER SERVICE STUDY**

Mr. DeGabriele advised the Board that next Thursday, January 14<sup>th</sup>, the Countywide Water Service Study will be reviewed. He noted that last evening Marin LAFCO sent out another email advising that they have completed the work on final report and that it is likely that Marin LAFCO will take two meetings to review, make determinations and accept the final report.

Mr. DeGabriele informed the Board that he had an opportunity today to briefly review the staff report, but hasn't had a chance to review it fully. He noted that some of the District's comments have been addressed. He stated that the issue to study consolidation in the County is something the LAFCO commission will make the determination on whether to pursue the issue. Mr. DeGabriele informed the Board that the report recommended there be a review of community sewer systems in West Marin communities. He stated that he will take the opportunity to go through the final report and will attend the LAFCO meeting next Thursday and the second meeting on February 11<sup>th</sup> to make comments and to urge the LAFCO commission, at a minimum, to not take on the sewer service issue and to address the District's other comments made on the report.

Director Petterele requested that the full Marin LAFCO Countywide Water Study report be sent to the Board. Mr. DeGabriele replied that the report is nearly 500 pages long and is available on the internet. Mr. DeGabriele will forward the internet link to the Board.

Director Rodoni suggested that the Marin LAFCO insistence on considering sewer systems in West Marin communities may be coming from the County of Marin staff or Supervisors.

### **NBWRA BOD UPDATE – DECEMBER 14, 2015**

Mr. McIntyre provided the Board with an update from the North Bay Water Reuse Authority Meeting on December 14, 2015. He advised that the final NBWRA Grant Application has been submitted in the amount of \$4.847M, \$2.75M of which is for the District's Central Service Area Recycled Water project. He stated that the confirmation of grant funding won't be known until May or June and that District staff plans to advertise the project in March, but will wait to award until the grant funding is confirmed.

### **TAC MEETING – JANUARY 4, 2016**

Mr. DeGabriele provided the Board with a summary of the January 4, 2016 meeting. He stated that Sonoma County Water Agency has not yet determined if they will request a Temporary Urgency Change Order as it will be based on Lake Mendocino's storage which continues to rise. He stated that historically the majority of Lake Mendocino water comes from diversions out of the Eel River. He noted that Lake Pillsbury was below 12,000AF in mid-December and is likely over 50,000AF today. Mr. DeGabriele informed the Board that the PG&E variance from releases water

out of Lake Pillsbury has been removed but the variance on the diversions through the Potter Valley Project and into the East Fork Russian River continues due to the work on the penstock tunnel which will continue through March 2016.

Director Fraites asked what the capacity of Lake Pillsbury is. Mr. DeGabriele responded approximately 81,000AF.

Mr. DeGabriele advised the Board that Jennifer Burke reported to the TAC on the State Board workshop and stated that the State Board has chosen not to recommend there be a regional compliance option through the next phase of the Urban Water Conservation Requirements and the only changes that they do propose is an adjustment for population growth and an adjustment for climate (warm areas) conservation standards. Mr. DeGabriele advised the Board that tomorrow is the final day to make comments on the proposed Regulatory Framework for extended Emergency Urban Water Conservation Regulations, and that another letter from NMWD was sent thanking the State Board for the opportunity to comment and urging that they reconsider regional options, carry over saving 2015 to 2016 and provide flexibility if local areas has enough water supply to meet service area needs. He stated that he does not have a lot of confidence the State will change from the Regulatory Framework now proposed.

Mr. DeGabriele informed the Board that at the February 1<sup>st</sup> meeting a new WAC Chair and Vice Chair will be elected (Councilman Healy as Chair and Councilman Galliadi, Vice Chair).

Mr. DeGabriele advised the Board that a Water Supply Coordination Council Meeting is scheduled for January 22<sup>nd</sup>.

#### **NBWA MEETING – JANUARY 8, 2016**

Director Baker advised that he will attend the North Bay Watershed Association meeting on January 8th.

#### **MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements, Meter Reading Accuracy, Letter from City of Novato, and Local Government Coalition Files Constitutional Amendment.

The Board received the following news articles: Flood tax measures loom for Novato, San Rafael, and House of Reps tightens Coast Guard bill.

The Board also received the following miscellaneous item at the meeting: Technical Advisory Committee Meeting Notes – January 4, 2016. The Board also received the following news article: Novato water pipeline break affects Green Point and Black Point.

Director Baker stated that the letter from the City of Novato regarding redevelopment of NMWD's headquarters site was well written and prompted by the letter Mr. DeGabriele wrote last year. Mr. DeGabriele stated that the letter provided us with closure and the District is able to go on with the remodel of the office building.

**ADJOURNMENT**

President Schoonover adjourned the meeting at 8:00 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